



Example of Broker Job Description

Powered by www.VelvetJobs.com

Our company is searching for experienced candidates for the position of broker. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for broker

- Reviews coverage specifications to be submitted to carriers for accuracy
- Assists in the creation of the program submission, including coverage specifications in collaboration with Brokers and/or Placement Specialist
- Assist in the creation of the client's program marketing plan
- Assists Broker in all aspects of policy management including follow up for policies, policy review against bound terms and expiring terms, correction requests and policy delivery
- Assists Broker on administrative tasks relating to surplus lines placements
- Assist in the analysis of quotes from carriers and preparation of relevant analysis to clients and client team members
- Identifies differences against expiring, claims made terms, surplus lines requirements & subjectivities
- Deliver submission to carrier/market and sends copy to client team members
- Builds and maintains relationships with underwriters and peers
- Schedules carrier/market presentations

Qualifications for broker

- Previous experience in a similar role with an Insurance Broker or Underwriter
- Ongoing completion of all continuing education requirements to maintain competency in lending, completion of all CE necessary to maintain Responsible Manager Status on the WVHL Australian Credit License
- Minimum 6 years appropriate experience in short term commercial and

- Date of First Appointment Certificate from the FSB
- Proof of credits from INSETA