

Example of Commercial Administrator Job Description

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Our company is growing rapidly and is looking to fill the role of commercial administrator. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for commercial administrator

- Provide coaching to Relationship Banking Assistants and other support associates
- Understand client needs and identifies opportunities to improve and resolve client service issues
- Coach associates to identify expansion opportunities within existing relationships through daily interactions with clients
- Assist Relationship Teams with resolving complex client issues
- Complete administrative documents and processes for the department (HR forms, Pinnacle updates, CARS requests, ad hoc management reporting, other various reports)
- Monitor departmental compliance training
- Perform general management duties, exercising usual authority concerning staffing, performance appraisals, promotions, and terminations
- Ensure proper preparation and coordination of real estate commercial construction draws among all Dealer Sales and Service Organizations (DSSO), from initial closing to conversion to permanent terms
- Develop and supervise training of the Region and DSSO on construction administration matters
- Oversee and manage the Construction Monitor Vendor relationship, including preparation of statement of works

Qualifications for commercial administrator

- Liaising with insurers and clients throughout the policy life-cycle, dealing with all associated correspondence
- Maintenance of client records and account entries
- Minimum 4-5 years' experience in an insurance brokerage, with significant exposure to commercial products (SME / Property / Liability)
- APA or CIP qualification is desirable
- A person of strong character who is self-motivated and proactive