



Example of Commercial Insurance Job Description

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Our company is searching for experienced candidates for the position of commercial insurance. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for commercial insurance

- Assist producers with pre-underwriting information gathering, coverage analysis and proposal presentations if needed
 - Maintain state of the art knowledge of market underwriting appetite, line of business trends, insurance company changes, rating technique and coverage development
 - Responsible for all aspects of smaller projects or phases of larger projects
 - Manage salary and non-salary budgets
 - Actively continue to improve personal knowledge and practices of the insurance industry through work experience, in-house instruction, insurance specific designations
 - Maintain compliance with all regulatory requirements internal policies, procedures and standards
 - Proven knowledge and experience in the Southeast business climate
 - Experience in a broad range of industries with expertise in National Accounts and utilizing loss sensitive rating plans
 - Sets up various post-sale account services with other departments, including identifying contacts for the policyholder, initiating the issuing process and advising the Claims department of the coverage written so they can prepare for incoming claims
 - Prepares quarterly Risk Management reports and participates in claim reviews with Corporate Claims Manager and General Counsel on a quarterly basis
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- Good interpersonal and analytical abilities required
- High school education or equivalent, plus at least 1-2 years of relevant customer service or administrative experience
- May answer questions and provide guidance to other raters
- Good math, problem solving, detail and interpretation skills in order to issue rated policies and audit transactions
- Broad working knowledge of technical procedures of insurance coverages, procedures, rating/coding manuals and other departments
- High school diploma or equivalent training, plus a minimum of 18 months of insurance related experience preferable in Business Markets is required