



Example of Insurance Advisor Job Description

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

Responsibilities for insurance advisor

- Makes customer service a priority when dealing with new and existing clients
- Supervise and assist the business units in the administration of claims
- Preferably be educated to degree level or equivalent with a CII or IRM qualification
- Assisting Commercial Account Managers & Producers in servicing Commercial and ICBC accounts
- Manages, tracks, follows up, and ultimately closes sales leads primarily generated from Alternative Campaigns
- Gathers critical risk information from prospect or policyholder to ensure an appropriate premium for the risk is guaranteed
- Counsels prospects and policyholders on coverages, limits, and regulations, in a simple, understandable and actionable way
- Uses sales and selling techniques such as identifying and overcoming objections, solving prospect or policyholder problems, generating interest asking for the sale and conducting follow-up to convert leads to sales, all while understanding the customer's perspective and keeping things simple
- Utilizes tools and resources and enlists supervisory assistance with unusual or highly complex prospect or policyholder inquiries or concerns
- Delivers a superior customer experience by adhering to underwriting rules and guidelines and all quality and compliance standards

Qualifications for insurance advisor

- A supportive, dynamic culture where personal initiative and hard work are recognized and rewarded
- Access to training programs and extensive career development opportunities based on performance
- Mentorship and professional development opportunities to help you reach your full potential
- A broad knowledge of insurance technical theory and principles
- Undergraduate Degree or 2 University Certificates of 30 credits each (delivered by a Canadian institution) or completed College Diploma or completed diploma in damage insurance