



Example of Insurance Advisor Job Description

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Our innovative and growing company is looking to fill the role of insurance advisor. 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 insurance advisor

- Execute and appropriately document growing season and/or pre-harvest inspections and actual production history (APH), COI, SCL, agricultural preservation restricted acreage, claims and other business reviews as required
- Proactively identify potential misrepresentations, fraud, waste, abuse and other compliance risks, recommending appropriate action based on findings and determinations as a result of review activities
- Leverage compliance expertise by reviewing crop insurance policies and procedures and monitoring submission of regulatory filings and other reporting requirements
- Review and analyze the information gathered for large claim reviews and make a recommendation on the appropriate handling of the review determinations
- Monitor and track questions/issues and responses related to compliance reviews
- Monitor and track the accurate number of reviews required by review category type and claim volume to ensure all reviews are completed thoroughly and documented adequately to meet regulatory requirements
- ICBC transactions including renewals, new plates, transfers, cancellations, debt payments, changes
- Solicit and obtain expiry dates for cross selling personal lines & commercial lines

- Maintain familiarity with ICBC manuals and be able to use them quickly and accurately

Qualifications for insurance advisor

- 3 years of experience with customer service or retail sales/service required
- Mobile Center position will require 100% travel across the state
- Work various day hours ranging from 40-50 hrs
- The Mobile Center positions will require 100% travel across the state
- Must have a Bachelor's Degree in Marketing, Business Administration, Finance, or related field
- Must have advanced networking, marketing, and creativity skills and techniques willingness to do joint work