



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. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for insurance advisor

- Adapts to each potential client
- Meet all sales metrics within the first 6 months of employment
- Provide highest level of service to Commercial Auto Insurance clients
- Manage and maintain fleet accounts
- Assist producer with all aspects of servicing commercial auto accounts
- Support SBUs in contract and tender reviews
- Investigate incidents to an appropriate level and obtain relevant documentation for issue to insurers ensuring this is completed on time and to the required standards
- Provide information for claims defence or to justify claims
- Handle insurance queries, advise those with a query to resolution or escalate to the Insurance Manager for assistance
- Produce scheduled reports

Qualifications for insurance advisor

- New York State broker license strongly preferred
- Competitive compensation structure
- Great work environment, team and office location
- Discounts on a variety of gym memberships
- Dynamic with previous client facing experience preferred
- Exhibits patience, perseverance, and discipline