



Example of Life Insurance Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of life insurance. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for life insurance

- Act as the primary client contact for issue identification and resolution
- Complete all client requests accurately and within agreed upon deadlines
- Produce special reports and perform analysis as required with accuracy and by the necessary deadlines
- Participate in broker/client needs assessment, follow up and interpretation, meeting timing and quality standards
- Identify problem areas and implement operational procedures to eliminate escalated issues
- Identify inefficiencies and make improvements in workflow
- Actively participate in departmental projects
- Process all new business insurance applications including completion and submission of applications and all required forms
- Coordinate with producers and clients to obtain appropriate documentation
- Obtain Attending Physician Statements and additional underwriting requirements

Qualifications for life insurance

- Excellent life insurance product knowledge
- Personal maturity and a minimum 1 year of Call Centre experience in a high performance, self-development oriented Customer Service environment
- In-depth knowledge of insurance products, processes and policies is an asset,

- Disciplined organizational, analytical and time management skills including the ability to multi-task and demonstrate effective problem resolution skills
- The willingness to learn and deliver a professional customer service experience through the use of existing departmental Sales and Service Quality models
- A commitment to self-development with a passion for goal-orientation, personal drive, and self-motivation