



Example of Life Insurance Job Description

Powered by www.VelvetJobs.com

Our company is hiring for a 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

- Coordinate LifePRO services and teams across functional areas ensuring seamless integration from the client perspective
- Schedule medical examinations including preparation of exam facilities
- Arrange inspection reports
- Negotiates with carriers and reviews policies
- Processes billings
- Maintain case status updates at all times
- Involvement in conceptual (Pre-Statement of Work-SOW) phases of project
- Provide high level support and assistance to staff in handling the most complex or escalated case support for targeted advisors and staff through proactive relationship management in order to retain business
- Assist in ad hoc project work designed to enhance the advisor and client experience, represent RiverSource at advisor events, as necessary (some travel may be required)
- Perform reporting and analysis of key metrics to identify and develop process improvements for business partners

Qualifications for life insurance

- Flexibility to work in a rotating shift between the hours of 8AM and 8PM
- Strong PC skills (Microsoft Suite) and the aptitude to learn other software, where required

- Microsoft Office - Excel formulas, tables, pivot table knowledge highly desired
- Minimum 5-7 years of management experience in a claims environment
- Focus on high producing agents to improve agent retention and increase productivity