



GENERAL INSURANCE ADMINISTRATOR

21 JOBS YOU DON'T HAVE TO DO

- 1. Policy Documentation:** Prepare and review insurance policy documents for accuracy.
- 2. Customer Inquiries:** Respond to customer inquiries regarding policy coverage and claims.
- 3. Claims Processing:** Assist in processing insurance claims, ensuring all necessary documentation is collected.
- 4. Data Entry:** Accurately enter policyholder information and claims data into the company's database.
- 5. Premium Collection:** Manage the collection of insurance premiums from policyholders.
- 6. Renewal Notifications:** Send out policy renewal notifications to policyholders and follow up on renewals.
- 7. Document Filing:** Maintain organized and up-to-date physical and digital filing systems.
- 8. Customer Communication:** Correspond with policyholders via email, phone, or mail as needed.
- 9. Endorsement Processing:** Handle policy endorsements and modifications as requested by clients.
- 10. Billing and Payments:** Assist with billing inquiries, process payments, and reconcile accounts.
- 11. Compliance Checks:** Ensure that policies and procedures comply with industry regulations.
- 12. Reporting:** Generate basic reports on policy performance and claims data using company software.
- 13. Underwriting Support:** Assist underwriters in gathering information for policy evaluations.
- 14. Loss Control:** Collaborate on loss control initiatives to reduce risks for policyholders.
- 15. Document Retrieval:** Retrieve and provide policy documents and records when needed.
- 16. Premium Calculations:** Assist in calculating insurance premium rates based on set criteria.
- 17. Policy Cancellations:** Handle policy cancellation requests and refunds.
- 18. Meeting Coordination:** Schedule and coordinate meetings for insurance agents or team members.
- 19. Claims Follow-Up:** Follow up with adjusters and policyholders to track the progress of claims.
- 20. Training:** Participate in training programs to enhance knowledge of insurance practices.
- 21. Market Research:** Gather information on industry trends and competitive insights.