



## The Market Outlook for Insurance Assistant Jobs (InsurCrossing) (AO)

**Most insurance assistants earn about \$45,000 to \$50,000 per year. The average income for this position often varies dependent upon the individual company and the worker's experience, but few make less than \$40,000 during their first year. An [insurance jobs](#) assistant position can either be a permanent career move or it can be a precursor step for many who are considering becoming an insurance adjuster.**

Though a lot of the larger and better-known companies are looking for experienced insurance assistants, you can usually earn some valuable work experience by working for smaller subsidiaries of these larger companies. In times of economic strife however, you may find that many of the small, independent insurance companies are struggling to keep their doors open.

The basic definition for an insurance assistant is that of a clerical worker who has additional education or experience in one or more areas of insurance. The duties that are performed include processing premium payments, dealing with claim forms, preparing invoices, keeping filing systems up to date and accurate, and other assorted office duties.

Verbal communication skills are very necessary, as is computer literacy and the ability to create databases and to work effectively with specific software programs like Excel. Since it is often necessary for an insurance assistant to gather personal and relevant information regarding the insured, a background check will need to be performed before employment in order to be sure the employee has no criminal history.

An insurance assistant position is one that requires a good deal of discretion, as well as the ability to recognize and operate within a chain of command. Prior military service can be helpful when applying for this position, but certainly is not necessary.

Many assistants start by beginning at a very basic, entry-level position within the company. They can then learn the insurance business and responsibilities from the ground up. Some insurance assistants are able to transition directly into this position if they can show that they have had successful experience working in a similar field. Hiring for this position is often approved by the director of human resources.

Becoming an insurance assistant requires a minimum of a high school diploma. Some companies will certainly give preference

to those who have completed a college education. If you complete courses that are primarily centered on many clerical duties of an office environment, this will often be sufficient for many insurance jobs.

The greatest challenge lies in finding a position without having any work experience. This is where social networking or being able to land a position with a smaller company can really come into play. By working for some of the smaller firms, you can learn the business and then make your move to a larger company that may have more opportunities within it.

While the prospects for some insurance jobs in the United States may seem a little turbulent at this time, there are always positions available somewhere for those who are interested and qualified. In the United States, insurance companies are often directly affected, to some degree, by economic conditions. This does not mean that you cannot land an insurance assistant position during a shadowy economic period, but it means that there may well be fewer positions available per applicant.

To help yourself land certain positions, you can become certified through a variety of means and institutions. This will give you the credentials that will help you be taken more seriously. If you take courses at schools or seminars, you are able to gain skills and get some very useful, practical experience. Some of the larger insurance companies require certification at the onset and on-going training and education once you are hired.

Fortunately for those who work in this industry, insurance is part of our world now, and will always and forever be part of our world. There is always going to be a need for insurance assistants, and there will always be insurance companies that will be looking for new employees. You can use online job boards like (InsurCrossing) to help you find jobs listed anywhere in the country.



## Insurance Career Feature

The insurance industry is a relatively stable market when you compare it to many of the other companies that are having problems during economic downturns. This means that while the job market might be a little tougher periodically, the job market for insurance will re-open again, and with more ease than many other industries.

Being an insurance assistant can be a great career move for many of those who are just starting out in the insurance industry. It is also a very good position for job applicants who have the unique ability to pay attention to all details while analyzing the big picture.

If you have a knack for being able to logically sort through many facts and to not jump to snap decisions, this could be a career that would offer you a good future. An insurance assistant position can be a permanent job, but you can still add to your resume and [job assistant](#) skills by taking some classes and learning how to become an [insurance adjustor](#).

Even if you do not want to move into a different position, this knowledge would make you a top candidate for any future assistant position and you would begin earning a higher salary.

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