

# Allegiance Insurance Services, Inc. /Agent Support Network of America

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**Contact Person:** Katherine M. Eraci, *Director IS Training / Commercial Lines Manager*

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## **Position Title:** Insurance Technology Training Corrdinator

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**Opportunity Type:** Full-time position

**Opportunity Location:** Burr Ridge, IL

**Opportunity Start Date:** 09/12/2011 – 11/30/2011

### **Company Overview:**

Willis Group Holdings plc is a leading global insurance broker, developing and delivering professional insurance, reinsurance, risk management, financial and human resource consulting and actuarial services to corporations, public entities and institutions around the world. Willis has more than 400 offices in nearly 120 countries, with a global team of approximately 17,000 employees serving clients in virtually every part of the world.

### **Preferred Skills:**

4 year degree with a Major or Minor in Insurance, excellent written and oral communication skills, practical abilities in the use of MS Office (Outlook, Word, Excel and Power Point) and the internet. Also, self-motivated adaptable to changing situations and has a strong ability to prioritize. Candidate must be highly organized an capable of adhering to deadlines while working on multiple, diverse tasks.

### **Career Description:**

- Assists Director in all aspects of the insurance management automation training needs of the company and its affiliated IA offices, including producing, editing and updating IT training WebEx website.
- Conducts classroom & live WebEx training of prepared curriculum.
- Resp ion and CSR workflow questions by answering e-mail, telephone and personal inquiries concerning the various types of software i.e. Applied Systems EPIC, EZ-lynx.
- Updates student registration and records by scheduling classes and requests for enrollment, sending information to students and producing reports for class roster and attendance.

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\*If you are interested in applying for this position, please send your resume to [keraci@ais-ins.com](mailto:keraci@ais-ins.com) for consideration.