

JMB Insurance

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Address: 900 N. Michigan Avenue
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Position Title: Account Representative

Opportunity Location: N. Michigan Avenue - Chicago

Start Date: 05/31/2011

Preferred Skills:

- Basic understanding of insurance coverage and exposures and strong desire to learn both insurance industry and client specific information
- Interest and willingness to perform routine administrative tasks; directed as well as self-initiated
- Accurate and timely follow through and compliance with Agency processes and procedures
- Able to analyze situations, identify problems and possible solutions and timely reporting of any issues to senior member of team
- Moderate to proficient user of Microsoft Office suite, including Excel spreadsheets
- Strong communication skills; oral and written
- Ability to accept direction from senior member(s) of the team/Agency
- Exhibit team behaviors supporting overall Agency goals
- Ethical/Honest
- Huge sense of urgency and ability to engage in multiple tasks simultaneously; ability to implement different time management strategies based on what is important versus urgent or when it is both
- Insurance License preferred, College Degree or equivalent experience

Job Summary:

Entry level career opportunity within privately held, well respected insurance agency. Duties are as follows:

Performs or assists with account administration by:

- Completing client servicing tasks related to new business set up and applications, renewal applications, and policy research.
- Maintaining current and accurate customer databases and files.
- Assisting in account processing, including preparing proposals, ordering policies, binders, ID cards, certificates, invoicing, premium financing and processing policies.
- Understanding or determining the reasons for account cancellations or potential cancellations to prevent reoccurrences or missed opportunities to save an account.
- Resolving issues relating to accounting or client billing.

Ensures the accuracy and value of service to clients by:

- Maintaining competency and knowledge of client data including policy information, significant dates and deadlines, and changes to client records.
- Escalating client issues or advising the Producer and/or Account Executive on client issues as appropriate.
- Participating in seminars and other training to maintain required skill levels and enhance job and industry knowledge.

Performs other ad hoc duties as requested

*If you are interested in applying for this position, you may email your resume to Gail Silver