

The Plexus Groupe

Contact: Maria Vogel, *Assistant Vice President, Human Resources*
E-mail: mvogel@plexusgroupe.com
Phone: 847.307.6100
Address: 21805 Field Parkway
Deer Park, IL 60010
Website: www.plexusgroupe.com

Position Title: Client Service Associate

Type of Position: Full-time

Opportunity Location: Deer Park, IL

Required Skills:

- BA/BS preferred
- Maintains good organizational skills
- Ability to multi-task
- Possesses general business knowledge
- Proficient in MS Office products (Excel and Word)
- Previous Insurance experience helpful but not required

Job Description:

The Plexus Groupe is an independent, privately owned national insurance brokerage firm with offices in the Northwest suburbs of Chicago and Dallas. Our company provides risk management consulting, insurance brokerage and value added services to a wide range of commercial enterprises.

The Plexus Groupe was recently named one of the 2011 Best Places to Work in Insurance. This is an excellent opportunity offering future growth potential. Our entry-level Service Associates provide internal administrative support to members of the Client Services Team. Their primary duties include:

- Generate certificates of insurance, audit letters, endorsements and auto ID cards
- Create files once account is bound
- Follow up with underwriters for receipt of the policy
- Register policies and update service log
- Maintain service log including all new and lost business reports
- Follow up on cancellation notices
- Scan documents for placement in electronic files, including policies and endorsements
- File documents in paper files and electronic files
- Maintain surplus lines filing and tracking of policies
- Scan dead files for archiving on server
- Create policy binders for delivery to clients

For the right candidate, this position can be used as a starting point, leading to a rewarding and fulfilling career within the insurance industry. In return, we offer a comprehensive benefits package including, medical, dental, life, vision, STD, LTD, 401k, and so much more!