

# Assurance

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**Contact Person:** Katie Hardek, Human Resources Generalist

**E-mail Address:** khardek@assuranceagency.com

**Address:** 1750 East Golf Road  
Schaumburg, IL 60173

**Phone:** 847-463-7341

**Company Website:** [www.assuranceagency.com](http://www.assuranceagency.com)

**Position Title:** Insurance Support Specialist

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**Opportunity Location:** Schaumburg, IL

**Preferred Skills:** Previous office and reception experience  
Intermediate knowledge of Microsoft Word, Excel, PowerPoint and Outlook  
Strong organizational skills

**Responsibilities:**

Assurance is trying to find our next class of talented leaders with a passion for people and a desire to be the best. We are seeking candidates to fill our full-time, entry-level positions, where you will spend 6-12 months gaining a solid understanding of the insurance brokerage industry as an Insurance Support Specialist.

Our professionals are friendly, energetic people with strong verbal and written communication skills. We hire talented individuals with strong multi-tasking abilities, excellent organization skills and a sharp attention to detail. If this sounds like you, then you've got what it takes to succeed, and advance, at Assurance.

Through our fast-paced development program, you'll have the opportunity to learn our business, work with our people, and develop a career path that matches your personal goals. Along the way, you'll also have a lot of fun, as fun is very important around here!

**About Assurance:**

We're a people business.

At Assurance, we specialize in creating highly personalized client relationships that allow us to deliver exceptional insurance solutions. Our success is a direct result of our commitment to never losing sight of the first principle of the insurance brokerage industry this is a people business.

From the very beginning, we realized the best way to create real value for our clients was to create real opportunities for our employees.

**Assurance boasts:**

- A stable, equitable and independent structure
- An industry-leading education program
- A culture that energizes talented and caring individuals around the pursuit of shared goals.

At Assurance, employees enjoy an environment that fosters success and creativity. Together, it all adds up to a company that attracts, develops and retains exceptional individuals, who in turn, deliver superior performance and solutions for our clients.

We believe that happy employees equal happy clients.

We have a demonstrated record of success in creating a culture that makes us an employer of choice.

Some of our recent accolades include:

- \*101 Best and Brightest Companies to Work For (3rd year in a row), National Association of Business Resources
- \*Best Places to Work in Chicago, Crains Chicago Business (2nd year in a row)
- \*Best Places to Work, The Business Ledger

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*\*If you are interested in applying please e-mail Katie Hardek at [khardek@assuranceagency.com](mailto:khardek@assuranceagency.com)*