

Hub International Midwest Limited

Contact Person: Janet McEvilly

Title: Assistant Vice President

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Address: 55 E. Jackson Blvd, Floor 14B; Chicago, IL; 60604

Telephone: 312-279-4661

Company's Website Address: www.hubinternational.com

Title of Position: Program Assistant

Opportunity Location: Downtown Chicago

Preferred Skills: Microsoft Office, Sagitta, ImageRight

Start Date: 08/25/2008

JOB FUNCTIONS AND RESPONSIBILITIES:

- ❖ Distribute daily mail to the AVMA department using ImageRight.
- ❖ Manage the annual file transfer process. This includes labeling all boxes and creating an electronic file of all box numbers shipped off-site.
- ❖ Sort and distribute the departments' voicemails, emails, and faxes.
- ❖ Enter incoming payments from PL unit into the check or credit card log daily.
- ❖ Maintain service standards outlined in the department procedure manual.
- ❖ Provide switchboard relief as needed.
- ❖ Distribute daily PL claims to the PL unit. Ensure claim log is complete.
- ❖ Scan coded claim sheets to Zurich weekly.
- ❖ Mail insured copies of BI policies to insureds.
- ❖ Handle additional information requests from BI insurance carriers.
- ❖ Create divider labels and assemble agenda books for Trust Meetings. Ship packages to Trustee's and Trust advisors.
- ❖ Handle incoming safety manual order forms.
- ❖ Submit declaration pages to claims adjusters as needed.
- ❖ Compare policy premiums listed on policies against premiums recorded in Sagitta. Make premium adjustments as needed.