

Form Name: Katie School Alumni Opportunity  
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Location: 41.8907, -87.7908

## Katie School Alumni Opportunity

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<b>Company Name</b>	Alliant
<b>Contact Person</b>	Jennifer Roddy
<b>Title of Contact</b>	Sr. Corporate Recruiter
<b>Email</b>	Jennifer.Roddy@alliant.com
<b>Phone</b>	(949) 681-9070
<b>Company Website</b>	www.alliant.com
<b>Indicate what opportunity is available</b>	Full-time
<b>Title of Available Position</b>	Assistant Account Manager
<b>Opportunity Location</b>	Chicago, IL

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**Description of Career Opportunity**

- Supports Producer in developing new business opportunities for existing clients and prospects;
- Initiates renewal process for existing clients, and discusses and creates renewal strategy with Producer;
- Analyzes and compares current exposures and develops renewal or new business specifications for marketing;
- Conducts marketing, negotiates rates, reviews quotes and coverages for competitiveness and accuracy;
- Reviews and summarizes marketing results and prepares proposals;
- Finalizes proposals and presentations in coordination with Producer;
- Binds insurance coverage and prepares binders and/or delegate certificates issuance;
- Reviews policies for accuracy and review contracts;
- Prepares summaries and/or schedules of coverage for clients;
- Reviews client accounting history, responds to accounting inquiries, corrects discrepancies, and contacts client on receivable collections;
- Participates in the claims process as directed by management, including claim submission, follow-up and overall communication;
- Provides technical guidance to staff assisting with client needs or procedural issues;
- Notifies brokers of pertinent information related to client retention;
- Meets with clients as needed or directed by Producer;
- Collection of fees, reconciliation and resolution of any outstanding balances within 90 days of invoicing date;
- Complies with agency management system data standards and data integrity (enters and maintains complete and accurate information);
- Other duties as assigned.

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**Preferred Skills**

- Excellent verbal and written communication skills
- Ability to work within a team and to foster teamwork
- Excellent customer service skills, including telephone and listening skills
- Good leadership, problem-solving and time management skills
- Proficient in Microsoft Office Suite

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**Please Specify How You Would Like Alumni to Apply**

Please contact Jennifer Roddy (Jennifer.Roddy@alliant.com) or apply online at <http://app.jobvite.com/m?3swstmwK>

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