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Katie School Alumni Opportunity

Company Name Alliant Insurance Services

Contact Person Jennifer Roddy

Title of Contact Sr. Corporate Recruiter

Email Jennifer.Roddy@alliant.com

Phone (949) 681-9070

Company Website www.alliant.com

Indicate what opportunity is available Full-time

Title of Available Position Account Manager

Opportunity Location Chicago, IL

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.

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

Please Specify How You Would Like Alumni to Apply

Either email Jennifer Roddy (Jennifer.Roddy@alliant.com) or apply online at <http://app.jobvite.com/m?3owstmwG>
