

Form Name: Katie School Alumni Opportunity  
Submission Time: June 28, 2022 2:42 pm  
Browser: Chrome 100.0.4896.75 / Windows  
IP Address: 12.226.46.130  
Unique ID: 980701434  
Location: 40.0936, -87.6516

## Katie School Alumni Opportunity

<b>Company Name</b>	AssuredPartners of IL
<b>Contact Person</b>	Rachel Brucki
<b>Title of Contact</b>	Human Resources
<b>Email</b>	rachel.brucki@assuredpartners.com
<b>Phone</b>	(847) 258-0877
<b>Address</b>	25 Northwest Point Blvd Ste 625 Elk Grove Village, IL 60007
<b>Company Website</b>	assuredpartners.com
<b>Indicate what opportunity is available</b>	Full-time
<b>Title of Available Position</b>	Account Coordinator
<b>Opportunity Location</b>	25 Northwest Point Blvd, Ste 625, Elk Grove Village, IL 60007
<b>Salary/Wage Range</b>	\$45,000 - \$55,000

## Description of Career Opportunity

### Overview

The Account Coordinator assists the Account Executive or Account Representative and other department personnel by processing work associated with insurance clients, such as issuing certificates of insurance, rating, data entry, renewal preparation and other tasks by performing the following duties.

### Responsibilities

Enters accurate client information into agency management system.

Processes change requests, follows up with carriers as needed, reviews endorsements for accuracy, and generates accurate invoices.

Creates correspondence to carriers and clients. Sets up Notice of Cancellations and Reinstatements. Processes final cancellations. Process final audits and sends to insured.

Updates lost business spreadsheet.

Issues certificates of insurance and evidences of property.

Prepares policy binder, renewals, and other documents for delivery to insured.

Rates lines of coverage as needed.

Updates driver, equipment and vehicle schedule and makes MVR requests if required.

Other duties as assigned.

Travel is expected to be negligible in this role.

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## Preferred Skills

### The Ideal Candidate

You enjoy problem solving with great, customer-service minded solutions  
Teamwork is part of your DNA and you are looking for a great opportunity to be a part of a team, learn from senior team members, and have a great career path

You have great communication skills (verbal & written) and are dependable to get the job done

### Qualifications

Advanced degree from college or technical school; or 1-3 years of related experience and/or training; or equivalent combination of education and experience

Strong organization and communication skills

Tech savvy; ability to learn multiple software systems

Knowledge of Internet software; spreadsheet software, PowerPoint, word processing software and Microsoft Outlook

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## Please Specify How You Would Like Alumni to Apply

Please use the following link to apply:

<https://careers-assuredpartners.icims.com/jobs/10673/account-coordinator--cl/job>

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