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Katie School Student Opportunity

Company Name	CRC Group
Contact Person	Bethany Gildemeister
Title of Contact	Account Executive
Email	bgreenberg@crcgroup.com
Phone	(312) 267-8178
Address	1 N Franklin Suite 3500 Chicago, IL 60606
Company Website	https://www.crcgroup.com/
Indicate what opportunity is available	Full-time
Title of Available Position	Broker Assistant
Opportunity Location	Chicago, IL

Description of Opportunity

Following is a summary of the essential functions for this job. Other duties may be performed, both major and minor, which are not mentioned below. Specific activities may change from time to time.

Respond promptly to all requests from brokerage team, underwriters or retailers regarding account servicing issues.

Interact regularly with clients and underwriters regarding policies, recommending additional coverages as needed or requested and respond to queries and concerns ensuring prompt resolution.

Accurately explain coverages and liabilities to agents and/or clients.

Provide and/or assist with quotations for new business, renewals and endorsements through managing all company correspondence in a timely manner.

Develop a professional rapport with clients and underwriters to enhance new and ongoing business relationships.

Manage all account documentation.

Initiate and coordinate renewal activity on assigned accounts.

Initiate cancellation and non-renewal notices according to statutory and contractual requirements.

Analyze policies, endorsements, audits, reporting forms and cancellations and initiate necessary corrections to ensure accuracy of dates, coverage, signature, commission, premium, attachments, etc.

Facilitate the flow of information from agents and underwriters.

Maintain suspense system and follow-up for receipt of policies, endorsements, inspections reports, correspondence, claims, etc. from outside sources.

Process binders, invoices, and tax filings forwarding the binder and invoice to the agent.

Monitor accounting (payment, collections, taxes, etc.) anticipating and preventing problems when possible.

Provide supervision to Technical Assistants.

Assist Associate Brokers and Brokers with duties as needed.

Maintain current knowledge of the insurance industry and sales ideas through regular attendance of workshops, seminars, literature reviews

and/or formal continuing education.

Preferred Skills

The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

State specific Insurance License

Must be able to understand and analyze necessary components of insurance policies

Ability to make independent decisions following CRC guidelines with minimal or no supervision

Good organizational, time management, and detail skills

Extensive knowledge of insurance and CRC processes

Ability to maintain a high level of tact and professionalism

Good leadership skills to influence other assistants in a positive manner

Possess strong interpersonal skills

Strong verbal and written communication skills

Strong computer and office skills

Ability to work extended hours when necessary

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

Feel free to send me your resume to bgreenberg@crcgroup.com or give me a call at 312-267-8178
