

Form Name:	Katie School Student Opportunity
Submission Time:	March 31, 2022 3:08 pm
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IP Address:	173.22.38.173
Unique ID:	947755275
Location:	41.1225, -88.8319

Katie School Student Opportunity

Company Name	Nicholas D. Potthoff, Northwestern Mutual
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Contact Person	Luke Dobrich
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Title of Contact	Operations - HR
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Email	z_ltd@outlook.com
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Phone	(773) 326-7507
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Address	110 E Main St. Ste 220 Ottawa, IL 61350
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Company Website	www.nickpotthoff@nm.com
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Indicate what opportunity is available	Full-time
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Title of Available Position	Customer Service Representative - Insurance
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Opportunity Location	Ottawa, IL
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Salary/Wage Range	\$55,000 - \$65,000
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Opportunity Start Date:	06/01/2022
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Description of Opportunity	<p>Client Service Representative specializes in client service to ensure the maintenance of an efficient, organized office that allows the financial representatives to focus their energy on building client relationships. The CSR is a liaison between the home office, financial representative, network office support team and clients. Specific responsibilities may include but are not limited to:</p> <ul style="list-style-type: none">• Review insurance applications, conversions and policy changes for completeness and accuracy and return to representative for any missing information• Arrange medical, paramedical and any exams necessary for underwriting• Provide current status and account values for non-securities related accounts• Contact clients regarding late payments• Process incoming non-securities related insurance service requests from clients (process address changes, bank change information, loan requests and ISA service inquiries)• Prepare account summaries for variable and securities owners
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Preferred Skills

- Health and life licensed or gain licensing within 6 months of employment
- Excellent oral and written communication skills
- Familiarity with Microsoft applications and data entry and information retrieval software
- Demonstrated organizational and time management skills and ability to multitask, set priorities and meet deadlines
- Strong attention to detail with the ability to work with a high degree of accuracy
- Ability to work in a fast-paced environment
- Ability to work both independently and on a team
- Ability to maintain confidentiality
- Continue insurance education through schools, academies, licenses, registrations, and designations

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

Please email resumes to:
z_ltd@outlook.com
