

Position Title: Account Assistant
Reports To: Department Team Leader
Location: Colorado Office

Classification: Non-exempt
Hours: 40 hours a week

Position Summary

This is an entry-level position working to give support and assistance to Account Managers and Producers.

Essential Duties and Responsibilities:

Assist Account Manager and Producer with processing:

- Certificates of Insurance
- Evidence of Insurance
- Process endorsements
- Check policies to assure that coverage's and limits are as ordered on the binder. If policy is accurate, set up binder and mail policy to insured.
- Perform in a manner that will prevent errors and omissions.
- DNOC/DNOR set up and suspended to the AM's
- Final process of requested Cancellations
- Update Claims acknowledgements
- Pursue a program for personal and professional experience (education classes, seminars, workshops) in combination with individual study programs to expand your knowledge and skills
- Other duties may be assigned to meet business needs
- Miscellaneous clerical duties as needed to maintain adequate service to our insured's, Account Managers & Producers

Qualifications:**Education and Experience:**

- High School diploma or equivalent required
- Degree in Business, Finance or Risk Management preferred
- Knowledge of or experience in the insurance industry preferred

Required Job Skills:

- Excellent communication skills, including listening, speaking and writing
- Exceptional interpersonal skills: professional, personable and able to interact effectively with others and to respond appropriately in stressful situation and under deadlines.
- Strong analytical and problem solving skills
- Computer literacy for correspondence, data entry, e-mail, Internet, spreadsheets and accessing data from company systems.
- Good organizational and time-management skills
- Must be a self-starter and work well with moderate supervision

Physical:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to communicate verbally and to listen for instructions and information. The employee is also required to sit for long periods of time often in front of a computer monitor and operate a computer keyboard. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required include close vision, distance vision, color vision, depth perception, and ability to adjust focus.