



COMMERCIAL LINES – ASSISTANT ACCOUNT MANAGER

Corkill Insurance Agency, Inc. is seeking an entry level, client focused and driven Assistant Account Manager to join our Commercial Lines team in our Elk Grove Village location.

Assistant Account Managers participate in the basic day to day client service needs and to act as a support for the Account Managers, Account Executives and Producers.

Under the Account Manager's direction, performs the following duties and responsibilities (this list is not all inclusive and may be expanded to include other duties and responsibilities):

- Review and process binders and client invoices.
- Review and process policy changes for automobile changes, contractor's equipment changes, additional named insureds, addition of loss payees.
- Process various documents such as policy audits, cancellations and reinstatements.
Order various reports, loss runs, MVR's and follow-up for their receipt.
- Assist with spreadsheets and premium allocations, when requested.
Prepare premium finance agreements and manage the process.
- Prepare summaries of insurance, when requested.
- Maintain client files (electronic and paper) accurately and consistently; responsible for proper documentation of files and proper communication to all in accordance with company workflows, procedures and best practices.
- Maintain a high degree of accuracy in agency management and document management systems.
Continuously fosters and builds upon excellent client and carrier relationships.
- Assist with front desk coverage as needed.
- Other projects, as needed by Commercial Lines Producers or Account Managers.

Requirements:

High School Graduate, College degree preferred

Must hold an Illinois Property and Casualty License or willing to obtain one with an agreed upon time frame.

Self-confident, self-starter with the ability to maintain a positive work atmosphere and effectively communicate (both verbally and in writing) with clients, carriers, producers, coworkers, and management.

Strong time-management and organizational skills with high sense of urgency and ability to work well under pressure. Analytical ability;

Ability to solve practical problems and deal effectively with a variety of situations where only limited standardizations exist.

Strong computer skills and understanding of Microsoft Office, EPIC, and other technology tools.

Contact HR@corkillinsurance.com