



Now hiring a full time, bilingual (Spanish) Assistant Account Manager to assist the Employee Benefits division of Corkill Insurance Agency. The purpose of this position is to support the service team in translating both verbal and written communications for benefits clients and to handle the renewal marketing in accordance with Corkill Insurance Agency objectives and standard operating procedures.

This position requires the ability to multitask and to calmly handle shifting priorities. Work directly with clients, carriers, and the production team to secure quotations for Health, Life, Dental, STD/LTD, Vision and other benefit programs for both new business and for the current customer base.

Required responsibilities include but are not limited to: issuing of RFP's to clients and prospects, preparing spreadsheets, and creating marketing materials to support the benefit programs, and to provide support to the team.

Daily, professional client interaction via phone and email is required. Client problem resolution as well as the requirement to anticipate client needs and concerns by demonstrating a proactive problem solving approach is required.

Requirements:

- College or equivalent experience preferred.
- Developed knowledge of insurance industry with in-depth experience with group benefit coverage.
- Knowledge and understanding of carrier plans and industry standards.
- Established teamwork and interpersonal skills, proven ability to multi-task, manage high degree of detail, and maintain positive career relationships.
- Strong capabilities with Microsoft Office Suite
- Must have IL Life & Health License or the ability to obtain one within the first year.
- EPIC experience helpful.

If you are a team player and enjoy a fast-paced work environment and have a high level of attention to detail, please email your resume along with salary history to HR@corkillinsurance.com