



COMMERCIAL LINES – CERTIFICATES SPECIALIST – Elk Grove Village, IL

Corkill Insurance Agency, Inc. is seeking a goal-oriented, customer focused and driven Certificates Specialist to join our Commercial Lines team.

If you are highly motivated with a passion for customer service, then this opportunity with Corkill may be for you.

Primary responsibilities include but are not limited to:

- Issuing of Certificates of Insurance
- Providing prompt, accurate, and courteous frontline support in the daily servicing of existing and prospective clients regarding certificates of insurance.

Maintain client files 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 and other projects, as determined by management.

Requirements:

High School Graduate, College degree preferred.

Ideally willing to obtain an Illinois Insurance License within 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.

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 – or to have the ability to learn the systems.

Corkill is an equal opportunity employer we do not discriminate in employment because race, color, religion, national origin, citizenship status, ancestry, age, gender, sexual orientation, marital status, disability, military status, or any other protected class.

Please email your resume and cover letter with salary history to either contact below:

For consideration please send resume to:

HR@corkillinsurance.com