



Posted: 2.19.2019
Position: Full time

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.



ABOUT US

We know that our Agency's success is a direct result of our ability to deliver the right solutions and service to our clients, so we are committed to fostering a pro-education and results driven culture where our Agency mission is in harmony with the personal career goals of our Corkill Insurance team.

JOIN OUR AGENCY

- Actively growing throughout Illinois and Wisconsin
- Sentinel of community philanthropy
- Exceptional benefits
- Friendly work environment

Please email your resume and cover letter with salary history to:
HR@corkillinsurance.com

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