



## Client Service Specialist

Worthy Insurance Group, a national Property & Casualty Insurance Brokerage located in Skokie, IL, is looking for a Client Service Specialist.

Benefits Offered: 401K, Dental, Life, Medical, Vision, and many more

Employment Type: Full-Time

### *Why Work Here?*

Working at Worthy you will feel like family; we offer great benefits, including continuing education, and growth opportunities are endless!

### **Who We Are:**

Worthy Insurance focuses on providing creative insurance solutions to the healthcare, social service, and real estate industries. Taking care of people and their businesses while protecting their livelihoods and assets is at the core of what we do. Worthy empowers our employees to grow with personal and professional development opportunities. We thrive in a culture that encourages our employees to be active in our communities and industry. We work hard, but we love to have fun!

### *Worthy employees enjoy:*

- Generous Paid Time Off + 4 Day Workweek
- 401k with company match
- Health, Dental, and Vision Insurance
- On-site Gym Membership
- Insurance education bonus program
- Nationwide travel for client and prospect visits
- Paid Time Off for Volunteering

### **Key Responsibilities:**

- Complete insurance applications in coordination with agency Account Executives.
- Collaborate with Account Executives in preparing summaries of insurance, schedules, and proposals
- Process certificates of insurance and evidences of property
- Assist Account Executives in preparing renewal and new business submissions.
- Document conversations with clients and carrier personnel in our agency management system.
- Assist Risk Management team in assembling of analysis
- Noting and documenting claims within agency management system

**Qualifications:***Preferred*

- College Degree OR equivalent work experience
- 1+ years of Property & Casualty Insurance experience
- Property & Casualty agency management system

*Required*

- Proficient with computers and standard Microsoft software packages
- Excellent oral and written communication
- Creative problem-solving skills
- Exceptional time management and attention to detail
- Illinois Property & Casualty license OR ability to pass the exam within 30 days of hire