Client Service Representative

Worthy Insurance Group, a national Property & Casualty Insurance Brokerage is looking for a Client Service Representative. This is an excellent opportunity for recent graduates to enter the insurance industry or for professionals seeking a career shift.

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. We work hard, but we love to have fun!

Worthy employees enjoy:

- Generous Paid Time Off
- 401k with company match
- Health, Dental, and Vision Insurance
- On-site Gym Membership
- Insurance education bonus program
- Paid Time Off for Volunteering

Key Responsibilities:

- Complete insurance applications and quote comparisons in coordination with agency Account Managers.
- Collaborate with Account Managers in preparing summaries of insurance, schedules, and proposals.
- Process Certificates of Insurance and Evidences of Property.
- Complete Due Diligences (gathering of compliance information from clients).
- Manage day-to-day client requests including issuing auto ID cards, running MVR's.
- Gather information for client audits and compliance.
- Assist Account Executives in preparing renewal and new business submissions.
- Document correspondence with clients and carrier personnel in our agency management system (EPIC).

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 90 days of hire