

New Business and Case Management Specialist

Trusted American Insurance Agency Rocklin, CA USA

Compensation

Openings available starting hourly \$11 or salaried contingent upon skill set.

Employment Type

Full-Time

Why Work Here?

"Expanding company with tons of growth opportunities."

In the capacity of the Business Specialist the position is responsible for performing numerous administrative obligations. This includes working with different teams within the Corporate Headquarter office in multiple departments i.e. Contracts, Commissions, Accounting, Application processes, Marketing and training.

Position at a glance

- Strong problem-solving skills and research skills – with attention to detail
- Oversee the preparation and revisions of agent contracts
- Track authorizations and correspondence
- Establish or maintain detailed and organized electronic and physical files
- Ability to rotate to special projects
- Establish an audit file with changes/deviations, amendments, clarifications, payments
- Prepare and disseminate information to employees on contract status, updates, changes
- Ability to work in teams or independently
- Track contracting renewals or deadlines
- Provide contract summaries, ensure contract execution according to company policy
- Other duties as assigned

Required Qualification and Skills

- Strong comprehension of office management systems and procedures
- Detail oriented with good analytical skills

- Ability to write, speak and interact clearly and professionally
- Organized planning and time management skills
- Handle sensitive information with the highest degree of integrity, confidentiality
- Discretion and confidentiality to corporate level work
- Strong knowledge of current office operating standards
- Must be punctual, reliable and dependable

Technology Competency

- Proficient in Microsoft Word, advanced Excel, Outlook, PowerPoint
- Beneficial to have Adobe Photoshop skills
- Beneficial to have Adobe Acrobat skills

Benefits

- 80 hours of paid vacation days
- 6 paid predetermined holidays
- 40 hours of paid sick days

About Trusted American Insurance Agency:

Trusted American Insurance Agency is an insurance brokerage, with the corporate headquarters in Rocklin, CA. An insurance marketing organization that works with over 6000 agents nationwide. Our employees enjoy a fast-paced business environment while working with a very fast-growing company. As a team member, you will share your skills in a creative, collaborative and empowering environment.