

# Aon Corporation

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## **About Aon:**

Aon is a global leader in risk management, insurance and reinsurance brokerage, human capital and management consulting, and outsourcing with more than 43,000 employees in 500 offices in more than 120 countries. We integrate customized services, leverage expertise across industries and apply business knowledge to our clients' strategic goals. Aon helps clients anticipate how change intersects with opportunity. Each of our clients has unique business needs, so we have developed expertise for a complete range of business processes, products and industries.

## **Position Title:** Associate Client Specialist

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**Opportunity Location:** Glenview, IL

**Required Major:** Insurance

**Preferred Minor:** Finance

**Preferred Skills:** Insurance & Risk Management knowledge

## **Position Duties and Responsibilities:**

- Gathers needed information from various sources, including other business units and clients to support the renewal process.
- Upon policy placement, creates policy summaries, schedules of insurance, and provides quality review of all post placement outputs
- Provides day-to-day client servicing, including but not limited to, coverage inquiries, policy changes, accounting inquiries, policy schedules/summaries and review of contract insurance requirements
- Provides consultative services and solutions to insured's' inquiries
- Interfaces with various Aon business units to resolve service issues

- Resolves client inquiries regarding coverage or changes to existing coverages; refers issues to appropriate unit for resolution or output production
- Addresses and completes special client projects
- Assists Aon colleagues with new business opportunities
- May adapt procedure, processes, and techniques to meet the more complex requirements of the position
- Resolves routine questions and problems, and refers more complex issues to higher levels
- Duties and tasks are frequently non-routine
- Works under direct supervision and follows standard procedures to accomplish assigned tasks

**Minimum Education Required:**

- Successful completion of a high school curriculum. College graduate with Risk Insurance Degree

**Minimum Work Experience Required:**

- 2 years experience in an office environment including interaction with clients via the telephone. Possesses basic knowledge of insurance coverages a plus.

**Special Skills Required:**

- Proven ability to work independently, supporting a team to serve commercial insurance clients.
- Ability to handle a variety of priorities and work within short deadlines.
- Must possess basic customer service skills/abilities.
- Must have experience in working in Excel spreadsheets, as well as MSWord skills
- Ability to become proficient in internal business applications.
- Strong organizational, time management, and multi-tasking skills.
- Ability to effectively contribute in a team environment.

Aon offers competitive compensation, exceptional benefits, continuing education & training, a unique internal advancement program, and tremendous potential with a growing worldwide organization.

Aon's professionals are unwavering in their client focus and integrity. We promote diversity, professional development, frugality and stewardship, applying a disciplined non-bureaucratic approach to help our clients realize their business potential. Drawing on our experienced team as a competitive advantage, Aon employees have the freedom to take risks, foster innovation, champion for change and replicate best practices.

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For more information about Aon Corporation visit <http://www.aon.com>.