

Interviewing Consultants, Inc.

Contact Person: Nicole Nemmers, *Recruitment Manager*

Email Address: nicole@icistaffing.com

Address: 20 N. Clark, Suite 2620
Chicago, IL 60602

Phone: 312-263-1710

Fax: 312-977-4630

Company Website: www.icistaffing.com

Position Title: Commercial Lines Technical Assistant

Opportunity Location: Schaumburg, IL

Salary/Wage: Competitive

Preferred Skills:

Provide internal service support and assist Account Managers, Account Executives and Team Leads with data entry, clerical and procedural servicing of accounts.

- Issuing certificates of insurance, license, permit bonds & requesting MVRs
- Ordering loss runs
- Assisting with claims – filing and follow-up
- Assist AM, AE, TL, or Producers with clerical functions
- Online Rating
- Back-up support for Commercial Lines Account Manager, Commercial Lines Account Executive, Commercial Lines Team Lead, and Producer such as taking messages and sorting mail
- Pulling updated information from company websites such as billing information, endorsements, policies status
- Basic Policy check-in, ie. schedule, location

Job Summary:

Provide internal service support and assist Account Managers, Account Executives and Team Leads with data entry, clerical and procedural servicing of accounts at a Chicago Insurance Agency.

*If you are interested in applying for this position, please send resumes to nicole@icistaffing.com for consideration