

Momentum Risk Management

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Position Title: Risk Management Case Manager

Salary: up to \$65,000

Opportunity Location: Chicago, IL

Opportunity Start Date: 01/03/2012

Job Description:

- Process formal and informal new business applications, traditional and variable, for MRM Advisors to include large, complex, diversified cases and all required compliance.
- Analyze family and business risk management plans, identifying gaps and opportunities to improve their family or business security.
- Order home office files, if available, or order all necessary medical records (APS's) required for underwriting review and evaluation.
- Develop strong working relationships with the MRM Client Development team. Communicate by phone and e-mail to advise status, and work within the established service standards to gather all information necessary to evaluate the risk. --Have in-house medical underwriter review each file, suggest carriers who might offer on the risk, and suggested carriers. Follow up with carriers and associates via phone and e-mail until all carriers have replied.

Process formal life applications and work within established service standards to follow up on all outstanding underwriting requirements until the case is approved by the carrier and the policy is issued.

- Interact with the clients and follow up with them until all delivery requirements are received and the policies are placed and paid.

Preferred Skills:

- Illustration Software
- Microsoft Office
- Application/Medical Process