

Nautilus Insurance Group

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Position Title: Operations Agency Interface Analyst

Salary/Wage Range: 30-32K

Opportunity Location: Scottsdale, AZ

Opportunity Start Date: 01/09/2012

Description:

The successful Underwriting Operations Agency Interface Analyst:

- Assists with liaison activities with general agencies and other internal company departments.
- Performs technical support and/or training for the following tools and electronic products. This may include acting as a liaison with vendors or other departments resolve support issues as applicable. Tools and products include:
 - Rate and/or Quote systems
 - Nautilus Integration Suite which includes web services
 - Policy Issuance systems
 - Policy data delivery systems
 - Company website(s) and mobile website(s)
 - Other systems and tools as identified
- Collects, audits and maintains Agency System Information for general agencies, including reporting of data.
- Assists with development, tracking and maintenance of marketing, training and presentation materials, along with procedure manuals. This may include materials to support Nautilus at automation/technology forums and meetings.
- Is responsible for communications to include support status and resolution, general email, telephone and/or in person inquiries.
- Assists with formal notification of system updates and changes.
- Acts as a liaison with vendors on software-related issues.
- Trains, coaches, mentors Underwriting Operations Technicians.
- Performs policy issuance tasks including entry and proofing of data.

*For questions and consideration, please e-mail Kathleen Sandow at ksandow@nautilus-ins.com