

# Corkill Insurance Agency

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**Contact Person:** Dave Loomis  
**E-mail Address:** [davel@corkillinsurance.com](mailto:davel@corkillinsurance.com)  
**Address:** 25 Northwest Point Blvd #625  
Elk Grove Village, IL 60007  
**Phone:** 847-758-1000  
**Fax:** 847-758-1200  
**Company Website:** [www.corkillinsurance.com](http://www.corkillinsurance.com)

**Position Title:** Personal Lines Account Manager

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**Opportunity Location:** Elk Grove Village, IL

**Qualifications:**

- Experience working in Personal Lines within an Independent Insurance Agency would be a real plus
- Ability to obtain an Illinois P&C Producer License is a MUST
- Ability to work independently as well as with a team
- Excellent time management and organizational skills with attention to detail
- Solid working knowledge of computer software programs such as Microsoft Word, Excel and Outlook
- Knowledge of The Agency Manager (TAM) a plus
- Bilingual in Spanish a plus

**Position Responsibilities:**

- Day to day management and servicing of assigned Personal Lines accounts
- Prompt, accurate and courteous service/communication to Clients, Producers, Personal Lines Team and Insurance Carriers
- Handle marketing, day-to-day servicing, and renewal of assigned accounts
- Bind coverage, prepare, and distribute required documents
- Maintain current knowledge of personal lines insurance coverage, markets & products to efficiently and competitively insure client's exposures
- Take initial claim report & assist clients in resolving any related claims/issues
- Maintain accurate & complete client files

**Position Benefits**

- Medical, Dental, Vision, Disability, & Life Insurance
- Competitive Salary & Paid Time off Plan
- Holiday Pay
- 401k/Profit Sharing with very generous match

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\*If you possess the above qualifications, please submit your resume to Dave Loomis at [davel@corkillinsurance.com](mailto:davel@corkillinsurance.com)