

Account Assistant, Commercial Property & Casualty

Responsible for providing customer service and support to assist Account Representatives and service team in supporting existing accounts and soliciting new business.

LOCATION

Torrance CA

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Gathers information for applications and prepare pre-renewal documents
- Updates specifications on agency management system with current account information provided by service team
- Reviews coverage binders for accuracy for Account Representatives
- Prepare/Issue Certificate of Insurance and Auto I.D cards and Evidence of Property
- Reviews policies, identifies deficiencies and determines appropriate level of coverage against quote/binder
- Reviews client accounting history, responds to accounting inquiries, and corrects account discrepancies including assisting in collections on past due accounts
- Binds insurance coverage and prepares insurance binders
- Assists with the preparation of presentations and/or proposals for clients
- Composes correspondence to insured and/or underwriters
- Inputs applications and creates letters, and other forms of correspondence
- Complies with agency management system data standards and data integrity (enters and maintains complete and accurate information)
- Updates Summary of Insurance as appropriate
- Other duties as assigned.

QUALIFICATIONS

EDUCATION/EXPERIENCE

- Associates degree or equivalent combination of education
- 2 - 4 years' work experience;

SKILLS

- Excellent verbal and written communication skills
- Excellent customer service skills, including telephone and listening skills
- Good time management skills
- Intermediate typing skills (30-35 wpm)
- Ability to work within a team and to foster teamwork
- Proficient with Excel/Microsoft Office/PowerPoint/Microsoft Outlook
- Strong PC skills with the aptitude to learn new systems

LAUNGAGE

Must be fluent in Japanese with good English communication skills

HOW TO APPLY

Please e-mail us your resume (employment inquiry only):

redachr@redacinc.com