Department: Agribusiness Insurance Services

Position: Account Coordinator

Job Purpose:
To assist in sales and service, processing all lines of property and casualty insurance in accordance with the objectives and procedures as outlined by Property & Casualty/ABIS Department Manager.

Organizational Relationship:
Responsible to the ABIS Department Manager. Perform duties as delegated by the Department Manager.

Summary:
The Account Coordinator assists the Account Executive and Account Representative and other department personnel by processing work associated with insurance accounts, such as issuing certificates of insurance, rating, data entry, renewal preparation and other tasks by performing the following duties.

Essential Duties and Responsibilities:

- Enters accurate client information into system applications and maintain schedules of exposures for clients.
- Processes change requests, follows up with carriers as needed, reviews endorsements for accuracy, and generates accurate invoices. Creates general correspondence to carriers and clients. Sets up Notice of Cancellations and Reinstatements. Processes final cancellations. Processes final audits and sends to insured.
- Issues certificates of insurance and evidences of property.
- Prepares policies, renewals and other documents for delivery to insured.
- Rates lines of coverage as needed.

Minimum Qualifications, Education and/or Experience:

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- One-year certificate from college or technical school; or three to six months related experience and/or training; or equivalent combination of education and experience. Basic understanding of underwriting and insurance coverages.
Knowledge of Microsoft Suite of applications.

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