

Form Name: Katie School Alumni Opportunity  
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## Katie School Alumni Opportunity

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**Company Name** Captive Resources

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**Contact Person** Ally Watkins

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**Title of Contact** AVP, Human Resources

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**Email** awatkins@captiveresources.com

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**Phone** (847) 230-8422

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**Company Website** www.captiveresources.com

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**Indicate what opportunity is available** Full-time

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**Title of Available Position** Program Coordinator

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**Opportunity Location** Itasca, IL

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## Description of Career Opportunity

Support Program Management team in the review and evaluation of underwriting information, actuarial reports, and premium collections. Work with Program Management team in responding to member, broker, and service provider requests. Support member development activities by tracking activity in company CRM system and supporting production of proposals.

**EDUCATION AND EXPERIENCE:** Bachelor's Degree or equivalency in a related discipline and at least two (2) years of experience in the insurance industry.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

Review, prepare and submit documents for new and renewal business  
Accountable for creation and preparation of proposals  
Support for one to three Program Managers.  
Responsible for invoicing, collections, and reconciliation of captive premium  
Provide superior customer service to clients, brokers, fronting companies, various service providers  
Support captive membership with answering their questions  
Assist in the preparation of captive financial documents  
Create and maintain captive reports  
Assure company systems are accurate and up-to-date  
Commitment to company values

**PRIORITIES:** Accuracy, Timeliness, Broker-Service Provider-Client Relationships, Positive Team Attitude

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## Preferred Skills

Collaboration - research assignments and validate actions  
Ability to work independently and communicate activities/outcome with team  
Responsive to assignments and communication on status  
Excellent written and verbal communication skills  
Comfortable making presentations to groups  
Organization; planning and prioritization skills  
Strong analytical skills; problem solving and judgment  
Intellectual curiosity to build an in-depth understanding of insurance and risk management  
Solid understanding of finance and accounting principles  
Commitment to meeting customer service demands  
Positive attitude and commitment to support business culture  
Proficiency in working with Adobe Acrobat and Microsoft Office applications, especially Excel  
Learn and understand company specific IS programs

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## Please Specify How You Would Like Alumni to Apply

[www.captiveresources.com/careers](http://www.captiveresources.com/careers)

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