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Katie School Alumni Opportunity

Company Name Insurance Risk Managers

Contact Person Susie Rapp

Title of Contact CFO

Email srapp@irmagency.com

Phone (217) 239-3766

Address 2104 Windsor PI Ste B
Champaign, IL 61820

Company Website www.irmagency.com

Indicate what opportunity is available Full-time

Title of Available Position Account Manager

Opportunity Location Champaign, IL

Description of Career Opportunity

Insurance Risk Managers (IRM) is an agency focused on providing insurance and risk management solutions. IRM works with a wide-range of clients in Central Illinois and the Midwest, including privately held business, municipalities, and individuals. IRM enjoys creating comprehensive insurance programs tailored to the needs of its clients, who range across professional services, construction and contractors, real estate, hospitality, and logistics. Our team provides a wide range of services and prides itself on excellence.

As an account manager, you will be responsible for:

*Working alongside producers and account executives in processing new business and renewals.

*Preparing detailed proposals of insurance for client renewal meetings.

*Maintaining customer relationships by handling inquiries and concerns with speed and professionalism through daily interaction with customers, insurance carriers, and fellow employees.

*Ordering insurance policies with partner carriers, reviewing policy documents for accuracy, and issuing endorsements and certificates throughout the policy term.

*Maintaining client files in the agency management system to ensure accurate and organized documentation of client and policy activity.

Preferred Skills

*Excellent oral and written communication skills.

*Well organized with good time management, documentation and consistent follow through.

*Ability to work in a team setting

*Attention to detail

Please Specify How You Would Like Alumni to Apply

Please email resumes to srapp@irmagency.com. In subject line, write "Account Manager - Katie School of Insurance".
