

Form Name:	Katie School Student Opportunity
Submission Time:	September 20, 2023 2:55 pm
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Location:	40.4693, -88.9424

Katie School Student Opportunity

Company Name	Captive Resources
Contact Person	Susan Skorich
Title of Contact	Corporate Recruiter
Email	sskorich@captiveresources.com
Phone	(847) 781-1400
Address	1100 N Arlington Heights Rd Itasca, IL 60143
Company Website	https://www.captiveresources.com
Indicate what opportunity is available	Full-time
Title of Available Position	Program Coordinator
Opportunity Location	Hybrid

Description of 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

Applicants have rights under Federal Employment Laws: Family and Medical Leave Act (FMLA) Poster (; Equal Employment Opportunity (EEO) Poster; and Employee Polygraph Protection Act (EPPA) Poster

Preferred Skills

SKILLS/COMPETENCIES REQUIREMENTS:

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

**Please Specify How You Would Like
Students to Apply**

On our website at <https://www.captiveresources.com/careers/>
