

Form Name: Katie School Student Opportunity
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Unique ID: 1150894771
Location: 40.1343, -88.287

Katie School Student Opportunity

Company Name First Mid Insurance Group

Contact Person Holli Schorey

Title of Contact Account Manager

Email hschorey@firstmid.com

Phone (217) 859-7047

Address 1090 S Route 51
Forsyth, IL 62535

Company Website <https://firstmidinsurance.com/>

Indicate what opportunity is available Part-time

Title of Available Position Intern

Opportunity Location Forsyth

Salary/Wage Range 15.50

Opportunity Start Date: Immediate

Opportunity End Date TBD

Description of Opportunity

Internship - Commercial Lines Division

Position Summary:

Responsible administrative support in the Commercial Lines Division. Primary role is to provide support to the Commercial Lines department. Examples of the tasks may include answering phones, delivering bonds, retrieving/sorting/delivering mail, process commercial lines policies, and providing additional data entry support to Commercial Lines CSRs and Marketers.

Responsibilities include, but are not limited to:

- Reviewing renewal policies for accuracy, updating the agency management system accordingly and preparing those policies to be delivered to the customer.
- Provides administrative support to other team members including change requests, endorsements, Illinois state verifications, and other data entry responsibilities.
- Provide backup support on the main phone lines.
- Provide backup support for retrieving, sorting and delivering incoming mail.
- Delivering urgent bonds to the designated client when needed.
- Performs other duties as required.

Preferred Skills

Prior work with Microsoft Office products and related software is Preferred
Valid Drivers License with an acceptable history

Please Specify How You Would Like Students to Apply

Apply on Website for the Insurance Group / Intern - Forsyth Position
