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Katie School Student Opportunity

Company Name HNI Risk Services

Contact Person Jennifer Romero

Title of Contact Talent & Perks Manager

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Address 1621 Colonial Parkway
Inverness, IL 60067

Company Website www.hni.com

Indicate what opportunity is available Full-time

Title of Available Position Account Associate

Opportunity Location Innverness

Opportunity Start Date: 06/13/2019

Description of Opportunity

Magical Wizard, Account Associate - Do you have the magic? We work with ambitious companies to help them de-risk their business, boost performance, and grow. Truth is, we're growing too - we are adding an Account Associate to our IL team and were searching for an administrative ace. If you revel in learning new tools, ideas, or processes - and once you do, you'll probably do it faster and more accurately than anyone else - then read on, my friend.

As an Account Associate, you are the wizard behind the scenes in charge with the day-to-day administration of service for our clients. You will be processing documents and information in high volume and at lightning speed, so you must have an eye for detail and able to accurately manipulate electronic data.

In more detail, you will:

- Unleash your ability to hone in on the smallest of details by initiating and leading the renewal/new business process for all current clients and prospects. You will obtain, gather, and review information from current clients and prospects. With the use of our systems and tools, you will process submission data, endorsements, certificates of insurance, motor vehicle records, audits, cancellations, dividends, reporting forms, billing corrections plus issue invoices, and monthly reports. Excited yet?
- Deploy your meticulous organization skills by assisting in the coordination of client deliverables. You assist by checking policies for accuracy in rating and coverage and preparing binders, auto ID cards, summaries of insurance, agendas, gameplans, and other documents.
- Act as the backbone of the insurance service team. You will proactively share key processing information to team members to keep them well informed, maintain various database and document management systems that team members use to manage clients, and partner with team members to promote a trusted partnership.
- Sharpen your skills by earning your Property & Casualty (P&C) licenses, obtain the required continuing education credits to maintain your licenses, and attend training to keep updated on legislative and industry changes.

Here is what you'll become:

Master the responsibilities above and you will become a trusted partner to your teammates and clients. From there your drive and desires will pave the path - become a subject matter expert (SME) and be asked to join focus groups, earn a promotion to senior, and continue up the insurance service ladder to Account Executive. There are quite a few opportunities for those looking to grow.

Preferred Skills**Desired Skills and Experience**

Whatever it takes to accomplish the above, but likely someone who has worked in a professional setting with a proven track record of ridiculous proficiency and accuracy with information, data entry, spreadsheets, emails, databases, and other applications. Also, someone that has a passion for delivering the white glove service, knows how to roll up their sleeves and make things happen, and wants to work as part of a rockstar team. Bonus points for a current P&C license; otherwise must be obtained with 3 months of employment (we will pay to send you to class and exam fees).

Please Specify How You Would Like Students to Apply

Please reach out to Jennifer Romero at jromero@hni.com or apply online www.hni.com under careers.
