



Business Team Processor

Job Description

Position is part of the business lines team in supporting Business Account Managers. The position has daily interaction supporting and servicing the needs of the Business Account Managers which will help make the team more efficient overall. Work within a team environment to ensure client is well cared for. Position success relies on strong internal and external communication and computer skills. Knowledge of our Agency Management System – Applied/EPIC – is preferred.

Our agency culture is one of education and consulting of our clients.

This is a hybrid position, with some in-office work required.

Responsibilities

- Setting up new clients in EPIC management system
- Pulling online policies from carrier websites, reviewing and distributing to clients
- Servicing accounts, issuing Certificates of Insurance
- Processing policy endorsements
- Sending out certificate holder lists to clients
- Sending out renewal policies
- Assisting with Professional Liability and UST renewal applications
- Other duties as assigned

Requirements

- **Washington Property and Casualty insurance license required**
- Resident of the Southwest Washington area and able to be in the office as needed
- Prior administrative experience in a fast paced, dynamic environment
- Prior commercial insurance lines experience
- Detail oriented and flexible
- Able to work well in a team environment
- Ability to work in a remote/hybrid environment
- Ability to support others and think independently at the same time
- Strong MS office computer skills
- Highly motivated, able to work independently, and eager to take on new challenges
- Strong technical background
- Excellent teamwork skills and a supportive member of sales team
- Strong work ethic, able to multi-task, complete work accurately, meets deadlines and occasionally works beyond a standard workweek
- Able to accept and give constructive feedback to team members
- Demonstrated ability to follow office standards and procedures
- Excellent communication skills
- Ability to use discretion and exercise independent judgment

- Know when to ask for help as needed
- Perform quality work within deadlines with or without direct supervision

Benefits

- Competitive pay to include bonuses and incentives
- Work in a cohesive, high functioning, TEAM oriented environment
- Easy freeway access to office
- All Major holidays off including birthday
- Summer schedule!
- Medical for employee 100% paid
- Responsible vacation and sick time off. Managed and scheduled with team manager to confirm team coverage and client satisfaction
- First of the month after 3 months - 401k with match - 100% vested immediately
- Group life and short and long term disability benefits start 1st of the month after 90 days
- Employee Assistance Plan (EAP)
- Free Parking
- Company culture of giving back to the community and encouraging volunteer involvement
- Weekends and evenings off - work/life balance
- Coffee and kombucha service
- Massage chair in office
- Flex schedule with both office and remote work
- Continuing Education- pre-approved including CIC/ARM designation

If you are interested in this outstanding opportunity, please e-mail the following to Anna Miller at anna@davidsoninsurance.com.

- Cover letter
- Résumé