

Associate Account Manager RiskPoint Insurance Advisors

About Us:

RiskPoint Insurance Advisors is a premier provider of personal and business insurance solutions. With offices in Portland, OR and Seattle, WA, our team is made up of skilled individuals with extensive experience in providing insurance and consulting services to businesses throughout the United States. We are passionate about helping our clients achieve their goals every single day and strive to be their go-to-resource when it comes to insurance needs.

The Role:

We are seeking an Associate Account Manager who shares our same passion and is ready to grow with our business needs. In this role, you can expect to:

- Manage key processes that serve clients and undertake the client-facing and internal activities related to these processes.
- Issue Certificates of Insurance, process endorsement requests, follow up on renewal request documents, retrieve policy documents from carrier portals and quality check all documents.
- Report Claims to Carrier
- Set up CSR24 Portal for Clients.
- Pull loss runs or any other information requested by Account Manager for pre-renewal process.
- Use the Applied Epic system to maintain a current suspense system, by use of Activities and to document all transactions and communications.

The ideal candidate will hold a current Property and Casualty Producer license for the state of Oregon and have one or more years of insurance or business-related experience. He/she must possess above average computer knowledge/skills. The ability to demonstrate independent decision-making, time management and accuracy in processing transactions is a must.

Why RiskPoint:

Below are just a few of the many reasons you should consider a career with RiskPoint:

- **Rewarding career advancement:** As a fast growth company, we offer an ideal launchpad for talented, driven individuals who seek a challenging and rewarding career in the insurance industry.
- **Competitive compensation and benefits:** RiskPoint offers a comprehensive benefits and compensation package, which includes employer-paid medical, dental and vision coverage and a 401(k) match. In addition, most positions accommodate some degree of remote work.
- **Fulfilling mission:** We exist to help others protect the people and things they love.

Does the Associate Account Manager role sound like the perfect match for your skillset? We would love the opportunity to review your resume for consideration. Please apply online at:

<https://hats.totalcsr.com/apply/a025w00000yEBxtAAG>

To review the full job description and find out more about RiskPoint Insurance Advisors, please visit our website at www.RiskPointIns.com.