

NEW BUSINESS ASSOCIATE

For more than 35 years, First American Insurance Underwriters (FAIU) has been a leading national insurance wholesaler/ brokerage general agency dedicated to providing outstanding service, solutions, training, and partnership to independent insurance advisors and financial institutions.

We are looking for a motivated and energetic individual for our New Business Associate role. This position is a springboard for growth within the organization. A successful New Business Associate is one who is continually looking to learn and expand their skill set, has a positive and professional demeanor, has impeccable accuracy, is willing to go the extra mile, and can prioritize and respond to requests in a timely fashion.

ESSENTIAL FUNCTIONS

- Responsible for new application processing including entering all required information into our case management system
- Works closely with the Director of New Business and Case Managers
- Must be able to communicate professionally, concisely, and effectively with internal and external customers
- Must be highly effective in multi-tasking and prioritizing daily activities
- Understands and delivers a high level of service to advisors, vendors, carriers and fellow employees
- Must provide excellent customer service, ensuring timely responses to emails and phone calls

EXPERIENCE/QUALIFICATIONS

- College degree is required
- Excellent written and verbal communication skills
- Strong attention to detail
- Proficiency with Microsoft Office and Adobe Professional PDF maker
- Foundational understanding of technology and ability to assist with basic PC/internet technical troubleshooting
- Ability to work well under pressure with multiple priorities and deadlines
- Fast-learner, results-oriented, inquisitive individual motivated to grow and develop with our firm
- Confident, team player who can help create, refine and expand this role over time
- A positive and professional demeanor

FAIU offers growth opportunities, a flexible work schedule, and a competitive benefits package.

to apply

email resume to smiller@faiu.com