

New Business Case Manager

First American Insurance Underwriters (FAIU) is a Needham, MA-based brokerage general agency specializing in Life, Long-Term Care, Disability, and Annuity products. Our experienced team delivers exceptional underwriting, case design, and service. We represent more than 40 insurance carriers nationwide enabling us to find the right carrier for the advisor's client's needs and place their most challenging cases.

We are looking for a motivated and energetic individual to join our New Business Team. The Case Manager is responsible for pro-actively communicating with sales staff, advisors, and multiple insurance carriers in order to expedite new business and the application process.

Essential Functions

- Must have an understanding of how to process New Business applications for Life Insurance, Disability Insurance, Long-Term Care and Annuities
- Provide a high level of service to advisors, vendors and carriers on a daily basis in order to expedite the underwriting process
- Able to communicate professionally, concisely, and effectively with internal and external customers on all issues pertaining to any New Business Department matter
- Highly effective in multi-tasking, managing, and prioritizing their daily activities
- Must respond to phone calls and emails continuously throughout the day
- Focus on getting applications approved as quickly as possible using professionalism at all times

Experience/ Qualifications

- College degree is required
- Industry experience and/or willing to learn the new business process
- Excellent written and oral communication skills
- Proficiency with Microsoft Office
- Excellent analytical and problem solving skills
- Ability to work well under pressure with multiple priorities and deadlines

FAIU offers growth opportunities, a flexible work schedule, and a competitive benefits package. To apply, Email resume to jbolio@faiu.com