

NEW BUSINESS CASE MANAGER

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 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

to apply
email resume to smiller@faiu.com
