

## **New Business Associate**

First American Insurance Underwriters (FAIU) is a Needham, MA-based brokerage general agency specializing in Life, Long-Term Care, Disability, and Annuity products. FAIU assists advisors in finding cost effective, creative solutions to meet the needs of their clients. 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 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 [jbolio@faiu.com](mailto:jbolio@faiu.com)