

New Business Case Manager

The new business case manager is responsible for proactively communicating with Brokerage Managers, Producers, and multiple Insurance carriers in order to expedite the underwriting and application process.

Essential Functions:

- Must have a complete understanding of how to process New Business applications for Life Insurance, Disability Insurance, LTC and Annuities
- Communicate on a daily basis with Producers and multiple Insurance carriers in order to expedite the underwriting process
- Must be able to communicate professionally, concisely, and effectively with internal and external customers on all issues pertaining to any New Business Department matter
- Must be highly effective in multi-tasking, managing, and prioritizing their daily activities effectively
- Must respond to phone calls and emails continuously throughout the day
- Must be able to focus on providing excellent customer service while getting applications approved as quickly as possible using professionalism at all times

Minimum Requirements:

- College degree is required
- 3+ years overall industry experience
- 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: kshapiro@faiu.com