Are you looking to join an engaging and driven team where you have the opportunity to develop expertise in a niche market?

National Risk Management Services is a Cleveland-based insurance agency specializing in commercial insurance for the transportation industry. We are currently looking to hire an Analyst that can develop into an account manager.

This position is a support level, career growth position designed to introduce and develop a wide variety of skills and insurance knowledge for future advancement within the next 3 years.

Main Responsibilities of Analyst:

• The compilation and financial analysis of detailed insurance submissions. These submissions will contain financial statements, historical loss data and basic company information that determine coverage requirements and premiums for transportation businesses.
• The compilation, analysis and reporting of quarterly benchmark reports that track the loss history of our customers and contribute to Risk Management Strategies.
• Direct customer contact as a service rep, handling coverage questions, certifications, filings etc.
• Filing and follow up of endorsements (changes) to existing policies.
• Monthly tracking and billing of certain customer policies based on monthly revenues and/or related drivers and trucks.

Requirements of Analyst include:

• Excellent analytical skills, especially related to recognizing trends or inconsistencies of data. This would include basic understanding of company financial statements.
• Intermediate, working knowledge of Microsoft Word and Excel. Must understand formulas, linked worksheets and cause and effect relationships within a spreadsheet.
• Good interpersonal skills necessary to deal effectively with customers over the phone.
• Proven communication skills, both verbal and written, necessary to convey basic factual information, and support relevant conclusions.
• Exceptional organizational and follow up skills. The ideal analyst shows flexibility to adjust to changing priorities, has ability to multi-task, and can work within deadlines.

Education Requirements:

- Bachelor's degree in business or relevant field required.
- Knowledge of the insurance industry a plus.
- Candidates must be motivated to participate in a self study program of Property and Casualty Insurance coverages and transportation industry requirements.

To Apply, email current resume to:

Katyhirst29@gmail.com