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DOING BUSINESS

Account Administration Specialist

SIUPREM, Inc. - Alpharetta, GA

POSITION NATURE AND SCOPE:

Rely on instructions and pre-established guidelines to perform the functions of the job. Work under immediate supervision. Primary job functions do not typically require the management of others.

- Process Non-Sufficient Funds (NSF) and individual account payments, return premium checks and payment import files.
- Administer account adjustments for both Personal Lines and Commercial Lines Business.
- Assist with export and invoicing process to client companies.
- Manage reports for payment, cancel and return premium verification and suspended accounts.
- Follow pre-established department guidelines and company compliance.

QUALIFICATIONS:

Education

- High School Diploma or equivalent.

Experience

- 1-2 years of Account Management experience required.
- Experience in Property and Casualty Insurance and/or Premium Finance a plus.
- Familiar with standard concepts, practices and procedures within the insurance industry.

Computer Skills

- Proficient in Microsoft Office products to include Excel, Outlook and Word.
- Ability to adapt quickly to new software applications.

Interpersonal/Communication Skills

- Professional verbal and written communication along with strong interpersonal skills.
- Ability to work in a team, productivity based environment.
- Ability to multitask efficiently and accurately in a fast paced environment.
- Strong organization and prioritization skills.
- Must possess initiative and drive to make positive changes to processes.
- Detail oriented with strong problem resolution and research skills.
- Ability to analyze a situation and implement a solution.
- Must be customer focused.