



## **Commercial Lines – Client Coordinator**

G2 Insurance Services is seeking a candidate for the position of Client Coordinator to join our growing commercial lines team. The Client Coordinator provides support to the Commercial Lines team as needed, in handling and processing of new and existing commercial lines clients.

### **Responsibilities:**

- Responsible for EPIC and other compliance functions
- Research accounting discrepancies at the direction of Client Managers
- Order loss runs and required blank applications for upcoming expirations, 90 days in advance
- Client point person for certificates, auto ID cards, MVRs
- Generate and send out renewal certificate lists to client for update
- Check all policies for the basics (limits, dates, premiums, forms attached, etc.); pass to Client Manager or Senior Client Manager with list of comments
- Complete basic premium allocations, as requested
- Data entry projects (Excel, Word, Power Point, other)
- Request mid-term policy changes
- Maintain exposure schedules
- Check and process mid-term endorsements
- Invoice processing

### **Education & Experience**

- 1-3 years' industry experience
- Bachelor degree preferred not required
- Maintain a valid unrestricted P&C license in California and meet the continuing education requirements
- Excellent communication, organization, and interpersonal skills
- Proficiency with Microsoft Suite Applications; Outlook, Word, Excel, PowerPoint
- Experience using EPIC is desired.

G2 Insurance offers competitive salaries and comprehensive benefits and programs including: health and welfare, tuition assistance, 401K, employee assistance program, career mobility, volunteer opportunities, along with many other programs. For more information about G2, please visit us at: <http://www.G2insurance.com> .

G2 is an equal employment opportunity employer.