



Job Description

Position Title: Assistant Account Manager
Reports To: Department Team Leader
Location: Denver Tech Center

Classification: Non-exempt
Hours: Full Time (40 hours/week)

Who We Are + What We Do

Founded in 1936, The Buckner Company is a family-owned, full-service independent Insurance brokerage headquartered in Salt Lake City. What started as a team of three people has grown into one of the largest and fastest growing agencies in the western region with over 200 employees in seven offices. Although much has changed, one thing remains constant: Buckner's dedication to providing phenomenal service to its clients. In helping customers navigate a stable, competitive, and complex industry, Buckner's knowledgeable and experienced professionals live by these core values:

- Placing the customer at the heart of every decision
- Discovering better solutions and making things happen
- Acting with openness and clarity
- Collaborating and trusting each other

Position Summary

This is an entry-level position working to give support and assistance to Account Managers and Producers.

Essential Duties and Responsibilities:

Assist Account Manager and Producer with processing:

- Certificates of Insurance
- Set up Pre - Renewals
 - Drivers list
 - Vehicle list
 - MVR's
 - Loss runs
- Billing questions for insured
- Front end endorsements
- Back end endorsements
- Rush Quotes only (Midterm-Endorsements)
- Progressive, Sentry and Great west quoting
- Miscellaneous clerical duties as needed to maintain adequate service to our insured's, Account Managers & Producers

Qualifications:

Education and Experience:

- Knowledge of or experience in the insurance industry preferred
- 4 year college degree preferred

Required Job Skills:

- Excellent communication skills, including listening, speaking and writing
- Exceptional interpersonal skills: professional, personable and able to interact effectively with others and to respond appropriately in stressful situation and under deadlines.

- Ability to work well with others in a team environment
- Strong analytical and problem-solving skills
- Computer literacy for correspondence, data entry, e-mail, Internet, spreadsheets and accessing data from company systems.
- Dependability and promptness
- Good organizational and time-management skills
- Must be a self-starter and work well with moderate supervision

Wait - there's more

- A company focus on work/life balance: A beautiful, aesthetically pleasing office space for while you are here - PTO, paid holidays, and flex days for when you are not.
- Company paid CE: insurance related CE courses, designations, certifications and licensing are paid for by Buckner
- Top Notch 401K and Benefits: An industry leading 401K policy combined with outstanding healthcare, dental, and vision benefits
- Great culture, great people: With an office culture centering on collaboration and comradery, coming into work has the benefit of being surrounded by wonderful friends and colleagues who not only work hard - but have a lot of fun while getting the job done

Physical:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to communicate verbally and to listen for instructions and information. The employee is also required to sit for long periods of time often in front of a computer monitor and operate a computer keyboard. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required include close vision, distance vision, color vision, depth perception, and ability to adjust focus.