

# CAREERS



## CAREERS WITH AMERICAN SPECIALTY

American Specialty is continuously in search of top talent. We seek only dedicated, driven professionals who, through constant application of individual strengths and expertise, desire to make a direct impact on the overall success of our organization.

*American Specialty is an Equal Opportunity Employer.*

### CURRENT OPPORTUNITY

#### **Account Coordinator**

##### POSITION DESCRIPTION:

##### Essential Role Responsibilities:

- Direct support to Sales Producers
- New and renewal account submission review
- Renewal account notification and tracking
- Agent liaison
- Account data input, maintenance, and tracking of new, renewal, and prospect information
- Follow-up activity to obtain necessary account information
- Proposal development and delivery
- Assembly of account presentation materials
- Daily interaction with Underwriting, Policy Issuance, Claims and Accounting departments

##### Key Requirements:

- Excellent computer (Microsoft Office) and clerical proficiencies
- High productivity level with accuracy
- Strong written and verbal communication skills
- Critical thinking
- Multi-tasking and organization capabilities
- Confidentiality
- Team-oriented

This is a full-time (30+ hours per week) position with benefits, located onsite in Fort Wayne, Indiana.

If you possess the necessary qualifications and have interest in applying for the above position with American Specialty, please submit your resume, cover letter and salary requirements via email to: [mreukauf@americanspecialty.com](mailto:mreukauf@americanspecialty.com).