**Account Coordinator, Commercial Lines**

We're seeking the brightest and the best...period. This is a bat signal to that rare hustler breed of a teammate who's passionate about insurance and wants to be a part of building something really special with us at OVD.  
  
Our Account Coordinators work closely with our Account Managers and Sales Agents providing day to day support such as:

* Process policy changes.
* Provide proof or evidence of insurance to clients according to requests.
* Assists Account Managers with client communications via email or mail.
* Pull motor vehicle reports for clients.
* Reinstate policies that have lapsed due to payment.
* And much more.

What we look for in you:

* Industry experience preferred but willing to train.
* Clear and effective communication and interpersonal skills.
* Excellent Microsoft Office skills and excited to learn new technologies.
* One (1) year of experience in a customer service setting.

What we have to offer:

* **Fun Outings** // Company Picnic, Christmas Party, Trail Club
* **Environment** // Hybrid location options, full-time
* **Prepare for the Future** // 401k and profit-sharing.
* **Health Benefits** // Dental, health, life, vision, etc.
* **Support** // Extensive training and continuous education

Schedule:

* Monday - Friday, hybrid may be possible upon completion of training.

**About OVD**

We are extremely proud of what we do. We are looking for a candidate that matches our passion for insurance and client service delivery. OVD is a privately owned full-service insurance agency providing support in Commercial Insurance, Employee Benefits, Personal Insurance and Risk Solutions. We are always looking for professionals that are here to hustle and help us raise the bar. Our teams’ collective ambitions are a reflection of our work and purpose, and you will find that prevalent in everything we do.

*OVD Insurance is an equal opportunity employer and will consider all candidates for employment without regard to race, color, religion, sex, national origin, age, sexual orientation, gender identity, disability status, protected veteran status, or any other characteristic protected by law.*