

COMMERCIAL LINES ACCOUNT COORDINATOR

We're seeking the brightest and the best. 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 special with us at OVD. Our Account Coordinators work closely with our Account Managers and Sales Agents providing day to day support.

Responsibilities of this career opportunity include, but are not limited to:

- 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

Successful Candidates must possess:

- 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 OVD has to Offer:

- An opportunity to make an impact on our rapidly growing organization as an integral member of our hard-working, motivated, competitive OVD family
- We offer an exceptional compensation and benefits package
- Recognition, reward, and career growth potential
- We are passionate about insurance and customer service, we hustle, continuously raise the bar, hold each other to the highest standard, and love to have fun

If you are ambitious, eager to roll up your sleeves and get things done, we would love to talk to you!

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.