



INSURANCE POLICY SERVICES ASSOCIATE II

IC International, a wholly owned subsidiary of Island Holdings, Inc., is an Excess and Surplus Lines wholesale insurance company providing unique products and services to Hawaii customers for over 25 years.

IC International is seeking a highly motivated and professional individual to provide excellent customer service and support their various lines of insurance.

Duties:

Responsible for policy administration and support of residential hurricane servicing agreements. Efficiently and with a sense of urgency, issues binders, policies and endorsements, produces premium invoices, orders inspections, logs in new business submissions, sets up underwriting files, requests loss reports, reviews premium finance situations, and processes and monitors premium audits and cancellations. Provides back-up support for residential hurricane servicing agreements by answering telephone calls, offering quality assistance to agents and customers with their transactions and general inquiries and assisting with system training, as needed.

Education/Experience:

- High school diploma or general education degree (GED) required; two year college-level Associates degree desirable; one to two years related insurance experience and/or training; or equivalent combination of education and experience.
- Requires basic knowledge of personal and commercial insurance.
- Call center experience desirable.

*Excellent salary, benefits and professional
development opportunities!*

To apply e-mail, fax or mail resume with salary requirements to:

Human Resources

P. O. Box 1520, Honolulu, Hawaii 96806-1520

Email: hr@islandinsurance.com Fax: (808) 275-8145

An Equal Opportunity/Affirmative Action Employer