

**OVERVIEW:**

Arrowhead Automotive is looking for an Account Coordinator to join our team. In this position, you will support our Strategic Account Management and Sales Teams by handling service requests for our highest revenue customers. Additionally, you will perform routine customer service tasks and provide administrative support for new and renewal business sales for the agency.

Arrowhead Automotive is a division of Brown & Brown Insurance, the sixth largest insurance broker in the U.S. We have been a market leader in providing insurance products and services to automotive industry businesses for over 30 years. Our specialized approach offers access to business insurance programs via our program administrator Arrowhead General Insurance Agency, Inc. in addition to our extensive portfolio of various insurance carriers.

Arrowhead Automotive offers a benefits and compensation package that meets today's most important needs and includes:

- A challenging and stimulating career that provides growth and development.
- Group medical, dental, vision, life, and disability benefits.
- Paid time off and a 401(k) retirement plan as well as an Employee Stock Purchase Plan that allows our employees to purchase Brown & Brown stock at a discounted rate.
- A hybrid work environment is available with this position.

If you want to be part of a growing organization that is energetic and driven, contact us today.

**JOB DUTIES:**

- Handles urgent and complex customer requests.
- Consults with Customers, Carrier Partners, Account Managers, and Producers.
- Processes policy service items in accordance with our service level agreements, including certificates of insurance, ID cards, endorsements, and loss runs.
- Assists with new and renewal business processing and administration as needed.
- Performs data entry as needed.
- Other duties as assigned.

**REQUIREMENTS:**

- High school diploma or equivalent and three to five years customer service experience and/or an equivalent combination of education and experience; Associate's degree and two to three years insurance agency experience preferred.
- Willingness to learn multiple computer applications.
- Takes initiative to work independently and within a team environment.
- Ability to prioritize and manage multiple tasks.
- Demonstrates attention to detail and organizational skills.
- Must be comfortable working in a high volume, production environment.
- Property and Casualty Insurance License preferred (is required within 90 days of hire).

We are an Equal Opportunity Employer. We take pride in the diversity of our team and seek diversity in our applicants.