



Marine Insurance Administrator

We are expanding our Cargo Marine Insurance Department! Bring your interest and business skills, and see how our Marine Insurance Administrator position fits into the fast-paced world of International Trade and Insurance. Trade Risk Guaranty (TRG) is the market leader in providing international trade related insurance directly to importers, working with over 13,000 companies. This position allows you to see all aspects of our Marine Insurance business, providing a great opportunity for the right person to grow with our company. This is an entry level, full time career opportunity with room for advancement with a desire to train the right fit!

A successful Marine Insurance Administrator is a detail-oriented professional with exceptional communication, time management and administrative skills. Your main focus will be a fast-paced mix of performing all administrative tasks related to claims resolution, policy administration, risk management, analyzing data, and database entry and upkeep.

Specific Responsibilities:

- Communicate extensively (as licensing status allows) via phone, e-mail, and fax with international trade clients and claims representatives regarding marine insurance claim facts, coverage terms and policy requirements; communicate and interact effectively with all TRG department teams and management. Learn about, implement required processes, and be able to share and educate clients about the U.S. Customs bond industry.
- Develop strong client relationships and provide information to enhance client understanding (as licensing status allows) and promote all available TRG products and services; answer inquiries expediently and professionally; send and reply to frequent e-mails accurately and in a professional and timely manner. Follow up with clients for payment and information collection. Utilize, update appropriately, and ensure accuracy of SalesLogix database.
- Prepare detailed documents and reports; accurately input, update, and maintain client service database; punctually complete assigned daily activities.
- Be willing and able to obtain Montana Property, Casualty and Surety insurance license as department/company needs deem it necessary. TRG offers education benefits for coverage of most expenses.

Required Knowledge, Skills, and Abilities:

- Possess a "Can Do" attitude; work accurately and effectively with changing priorities and deadlines.
- Possess strong communication skills: ability to communicate clearly and build client relationships effectively by e-mail and telephone; ability to communicate effectively and contribute positively as a team member; exceptional verbal communication skills and ability to write professional-level correspondence. Provide outstanding customer service; exhibit willingness to research and problem solve.

Job Type: Full-time, flexible

Salary: \$33,000.00 /year DOE plus benefit package.

Other Benefits:

- Group Health, Dental, and Vision plans
- Paid Time Off and Company Holidays
- Company sponsored 401(k)
- Personal Time Off, 15 day accrual schedule in your first year plus 8 company holidays
- Customized and flexible schedule within a 40 hour week, Monday through Friday, 7:00am to 4:30pm with an hour or half hour lunch

Must possess or have the ability to secure a resident Montana Property, Casualty and Surety license. TRG offers assistance in obtaining said license.



Trade Risk Guaranty (TRG) is an international trade insurance agency headquartered in Bozeman Montana. Our consumer-direct approach has grown our company to include more than 13,000 clients and 50 employees. We offer careers in sales, marketing, customer service, office administrations, information technology and insurance underwriting.

To apply submit your cover letter and resume online at www.traderiskguaranty.com/about-trg/careers/ or email to hr@traderiskguaranty.com.

Job Description

Revision Date:

Author:

Position Status: Full Time Part Time Exempt Nonexempt

Position Title:

Department:

Immediate Supervisor:

Positions Supervised:

Position Description:

Major Areas of Responsibility:

Specific Responsibilities:

Specific Responsibilities (Continued):

Required Knowledge, Skills, and Abilities:

Education and Experience:

Physical Demands:

Work Environment:

Department Manager: _____

Human Resources: _____

Senior Management: _____

Employee Name (Print): _____

Employee Signature: _____

Date: _____