



Career Services Network Job Posting

Date Posted: August 25, 2010

Name of Company: Brown & Brown

World's 7th Largest Insurance Intermediary. Over 180 offices nationwide and one in Europe with specialties in P&C, Employee Benefits, Wholesale, Brokerage, and Insurance Programs and Services.

Job Summary:

We are looking for candidates who have the potential to grow within Brown & Brown and become future leaders within the company. All positions within Insurance Operations are designed to allow individuals to grow professionally and learn about the company and the industry. As insurance operations review analysts, we travel to each of our 180+ decentralized branches performing reviews based on processes and procedures. This is a 2-3 year entry-level program designed to prepare the analyst for a continued career in one of our agencies.

Insurance Risk Management Analyst/Insurance Operations Review Analyst responsibilities include:

- Assist in Insurance Operations Reviews of the Retail, Programs, and Brokerage offices on an annual basis
- Submit Insurance Operations reports and responses to the legal department for each office reviewed
- Participate in follow-up reviews for profit centers requiring additional consultation
- Perform due diligence reviews for potential acquisitions as required
- Conduct orientations and overview presentations for newly acquired profit centers
- Participate in special projects and assist other corporate departments as necessary
- Keep informed of industry developments through review of trade publications, maintenance of related manuals and meeting participation
- Participate in annual departmental planning meeting and other meetings as necessary
- Perform other specific duties and projects as assigned by management
- Pursue a program of personal and professional development through completion of educational and departmental goals.

Finally the individual is expected to diligently pursue the educational goals outlined and discussed below.

Individuals hired in the Insurance Operations program must understand that this is an entry-level, two year training program that prepares them for a career in an area of operations within the company. Each employee in this department is expected to transfer preferably in the capacity of an insurance sales producer, insurance marketing manager, or department manager at the end of two years.

Requirements:

Insurance Risk Management Analyst/Insurance Operations Review Analyst candidates will possess the following:

- Agency experience with an understanding of various disciplines and workflows or a Risk Management Degree
- High degree of discipline and self-motivation
- Desire to excel
- College Degree (Risk Management Degree preferred)
- Proficiency in computer applications including Microsoft Office Suite and ability to quickly learn new programs and agency management systems
- Strong written and effective oral communication skills
- Desire to pursue continued education through self-study and classroom instruction
- Insurance agent's license (preferred)
- Ability and willingness to travel extensively (flying and driving) with a flexible schedule and the ability to adjust on-the-fly
- Well-groomed, professional and neat appearance

Special Mandatory Requirements

Be able to travel at least 60% and pass the basic required tests to succeed in each position. Tests include but are not limited to: Certified Insurance Service Representative (CISR), Accredited Advisor in Insurance (AAI), Certified Insurance Councilor (CIC), and Chartered Property Casualty Underwriter (CPCU). All positions require 4-6 years experience or candidate should possess a Risk Management Degree.

Relocation may be required - Position will require applicant to report to the Daytona Beach, FL, Florham Park, NJ, or Phoenix, AZ office. Please indicate on your submission a preference of relocation. Cover letters and resumes may be sent to IORecruiting@bbins.com. Thank you.

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