



Globex International Group seeks Network Assistant in Shelton, CT.

RESPONSIBILITIES:

- LEARN WHO GLOBEX IS AND HOW WE OPERATE
- LEARN OUR GLOBAL NETWORK PRACTICE
- BECOME FAMILIAR WITH THE IT SYSTEM AND OUR ONLINE PLATFORM
- WORK CLOSELY WITH OUR HEAD OF GLOBAL NETWORK DEPARTMENT AND SUPPORT OUR GLOBAL NETWORK TEAM
- CORRESPOND WITH CLIENTS AND OUR NETWORK PARTNERS IN OVER 180 COUNTRIES VIA VARIOUS COMMUNICATION CHANNELS
- MAINTAIN AND DEVELOP RELATIONSHIPS WITH OUR NETWORK PARTNERS
- PROVIDE SUPPORT ON ANY ASSIGNED RESEARCH, INITIATIVES AND PROJECTS
- LEARN AND ADAPT TO OUR SERVICE PRIORITIES IN A HIGHLY SPECIALIZED ENVIRONMENT
- MAINTAIN AND UPDATE INFORMATION DATABASE
- MANAGE AND UPDATE CONTACTS AND EMAIL DISTRIBUTION LISTS
- COLLECT, RESEARCH, ANALYZE INFORMATION AND INTELLIGENCE FROM OUR NETWORK PARTNERS
- PROVIDE SUPPORT WITH MONTHLY NEWSLETTER, I.E. INFORMATION GATHERING AND DISTRIBUTION
- LEARN AND UNDERSTAND OUR MULTINATIONAL PROGRAM HANDLING PROCESSES AND PROCEDURES
- ASSIST GLOBAL UNDERWRITING DEPARTMENT TO HANDLE SELECT MULTINATIONAL PROGRAMS AND ASSIGNED CLIENTS WHILE MAINTAINING GLOBEX ACCOUNT SERVICING STANDARDS
- LEARN OUR GPS PREMIUM ACCOUNTING SERVICES
- ASSIST TEAM MEMBERS IN OVERALL DEVELOPMENT OF GLOBEX BUSINESS AND OPERATIONS.

ORIGINAL E.A.5

GLOBEX UNDERWRITING SERVICES IS SEEKING A NETWORK ASSISTANT IN SHELTON, CT

LEARN WHO GLOBEX IS AND HOW WE OPERATE. LEARN OUR GLOBAL NETWORK PRACTICE. BECOME FAMILIAR WITH THE IT SYSTEM AND OUR ONLINE PLATFORM. WORK CLOSELY WITH OUR HEAD OF GLOBAL NETWORK DEPARTMENT AND SUPPORT OUR GLOBAL NETWORK TEAM. CORRESPOND WITH CLIENTS AND OUR NETWORK PARTNERS VIA VARIOUS COMMUNICATION CHANNELS. MAINTAIN AND DEVELOP RELATIONSHIPS WITH OUR NETWORK PARTNERS IN AFRICA. PROVIDE SUPPORT ON ANY ASSIGNED RESEARCH, INITIATIVES AND PROJECTS. COLLECT, RESEARCH, ANALYZE INFORMATION AND INTELLIGENCE FROM OUR NETWORK PARTNERS. LEARN AND UNDERSTAND OUR MULTINATIONAL PROGRAM HANDLING PROCESSES AND PROCEDURES. ASSIST TEAM MEMBERS IN OVERALL DEVELOPMENT OF GLOBEX BUSINESS AND OPERATIONS.

WE ARE SEEKING A NETWORK ASSISTANT WHO WILL WORK CLOSELY AND SUPPORT OUR GLOBAL NETWORK TEAM AT GLOBEX UNDERWRITING SERVICES, DIVISION OF GLOBEX INTERNATIONAL GROUP. GLOBEX INTERNATIONAL GROUP IS A LEADER IN THE PROVISION OF MULTINATIONAL RISK MANAGEMENT SERVICES. WE WORK WITH A SELECT NUMBER OF INSURANCE COMPANIES PROVIDING THEM WITH THE CAPABILITY TO OFFER THEIR PRODUCTS WORLDWIDE. THE ORGANIZATION IS

STRUCTURED TO ALLOW MAXIMUM PERSONAL, PROFESSIONAL AND INCOME DEVELOPMENT. OUR ABILITY TO IDENTIFY AND EXPLOIT TRENDS AND OPPORTUNITIES IN THE GLOBAL MARKETPLACE ENABLES US TO MAINTAIN OUR LEADERSHIP POSITION AND SET THE PACE FOR CONTINUAL GROWTH AND EXPANSION GLOBALLY. THIS INDIVIDUAL WILL WORK ALONGSIDE WITH OUR GLOBAL UNDERWRITING DEPARTMENT AND PROVIDE SUPPORT TO THE ACCOUNT MANAGERS WHO PLACE LOCAL ADMITTED COMMERCIAL INSURANCE POLICIES WORLDWIDE. IN ADDITION, HE/SHE WILL PROVIDE SUPPORT ON ANY OTHER INITIATIVES AND PROJECTS ASSIGNED BY THE HEAD OF GLOBAL NETWORK DEPARTMENT. THIS INDIVIDUAL WILL LEARN TO CORRESPOND WITH CLIENTS AND OUR NETWORK. THIS WILL INCLUDE LEARNING AND ADAPTING TO OUR SERVICE PRIORITIES IN A HIGHLY SPECIALIZED ENVIRONMENT. THE SUCCESSFUL CANDIDATE WILL BE RESPONSIBLE FOR INTERACTING DAILY WITH OUR OVERSEAS PARTNERS IN OVER 170 COUNTRIES ON THE PHONE AND THROUGH EMAIL. HE/SHE WILL ALSO BE INVOLVED IN MAINTAINING AND UPDATING OUR INFORMATION DATABASES, MANAGING CONTACTS AND DISTRIBUTION LISTS, PROVIDING SUPPORT WITH OUR MONTHLY NEWSLETTER (INFORMATION GATHERING AND DISTRIBUTION), AND ALL IN ALL, WORKING AS A PROBLEM SOLVER IN A FAST-PACED OFFICE ENVIRONMENT.

REQUIRES A BACHELOR'S DEGREE IN RISK MANAGEMENT AND INSURANCE OR RELATED. REQUIRES ANY AMOUNT OF KNOWLEDGE IN COMMERCIAL INSURANCE UNDERWRITING AND BROKERAGE, DATABASE MANAGEMENT, MICROSOFT OFFICE SOFTWARE EXCEL AND POWERPOINT.

Must also have authority to work permanently in the U.S. Applicants who are interested in this position may apply at www.jobpostingtoday.com (Ref #17316) for consideration.
