

INSURANCE POLICY SERVICING SPECIALIST

The Servicing Specialist will be responsible for the accurate and timely maintenance of all policies serviced by MLF LexServ.

Reporting directly to the Servicing Manager, the key purpose of this position is to accurately and timely process all cases being serviced and to support ongoing Servicing initiatives. This position provides an exciting employment opportunity for individuals in a unique financial services company who have the talent, energy, and drive to help shape the ongoing development of the Servicing Team.

RESPONSIBILITIES:

- Responsible for life insurance policy transactions required to maintain each policy on behalf of MLF LexServ clients who are the policy owners.
- Communicate with insurance companies on behalf of clients to confirm policy transactions and resolve any issues.
- Communicate with outside parties to monitor the health status of the insured associated with each policy.
- Support the Policy Servicing Manager in maintaining files for each life insurance policy serviced by MLF LexServ.

QUALIFICATIONS:

- Bachelor's Degree or equivalent knowledge gained through years of work experience
- Life Insurance experience is a plus, but not required.
- Strong oral & written communication skills to correspond with parties at various levels.
- Proficiency with Word, Excel, Outlook, and the Internet
- Initiative and strong organizational skills
- Accuracy when entering information into a database