

## Junior Account Specialist: Construction

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Company: Aon

Location: Poland

Category: other-general

## Junior Account Specialist: Construction

### Aon KSA

#### Overview of the role

Our account specialists work side-by-side with our construction brokers and account executives to uncover and address all risk-related needs within the large construction space. They focus on maintaining client relationships, capturing and analyzing data on risk exposures, and supporting renewal processes and proposal preparation.

Ensuring operational excellence, our team of account specialists receive training, development and mentoring as they expand their careers and take on additional responsibilities.

#### Aon is in the business of better decisions

At Aon, we shape decisions for the better to protect and enrich the lives of people around the world.

As an organization, we are united through trust as one inclusive, diverse team, and we are passionate about helping our colleagues and clients succeed.

#### What the day will look like

Assists Brokers and Account Executives in nurturing strong client relationships.

Captures and analyzes data on exposures, loss history and coverage needs for submissions

Facilitates the timely and accurate flow of information between clients, AE and account team members.

Handles client open items lists and responds to client ad-hoc requests.

Drafts assigned elements of client service plans, stewardship reports and other client presentations

Actively supports and supervises the renewal process, including proposal preparation.

Negotiates renewal terms with incumbents and/or alternative markets, drafts quote comparisons and follows up for binders, policies and endorsements.

Receives and runs coverage inquiries and endorsement requests. Serves as key client liaison for items such as certificates, auto IDs, invoicing process and discrepancies, premium finance agreements, summaries of insurance and policy transmittals.

Ensures operational excellence, including adherence to Aon service management requirements

Assists Account Executives on assigned accounts, managing key processes that serve clients and undertaking the client-facing and internal activities related to these processes.

Facilitates the timely and accurate flow of information between clients, AE and Broker account team members.

May provide guidance and mentoring to a less senior account specialist.

Review client contracts to determine insurance requirements required versus coverage in place as well as issuing a certificate of insurance evidencing the same.

### **Skills and experience that will lead to success**

3 years preferable, of progressively more responsible experience in the insurance field, specifically with experience in the area of construction insurance.

Effective organization and time management skills

Ability to communicate effectively, orally and in writing.

Effective presentation skills.

Knowledge of construction insurance.

Ability to handle multiple, non-congruent tasks simultaneously

Proficiency in the use of Microsoft Word, Excel, and PowerPoint, or similar scheduling programs.

Full fluency in English, both written and spoken

### **How we support our colleagues**

In addition to our comprehensive benefits package, we encourage a diverse workforce. Plus, our agile, inclusive environment allows you to manage your wellbeing and work/life balance, ensuring you can be your best self at Aon. Furthermore, all colleagues enjoy two “Global Wellbeing Days” each year, encouraging you to take time to focus on yourself. We offer a variety of working style solutions, but we also recognize that flexibility goes beyond just the place of work... and we are all for it. We call this Smart Working!

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