**About AdvisorNet Financial**

Our team at AdvisorNet Insurance is looking for an Operations Specialist – Insurance & Benefits to support our day-to-day insurance operations. This position is integral to the operations of the organization in that it spans the entire AdvisorNet Insurance department. If you are open to learning a new skillset or leveraging your existing operations background, while being open to a new challenge every day, you are encouraged to apply.

AdvisorNet Insurance is focused on delivering an exceptional experience to our brokers and advisors with superior outcomes. For more information about AdvisorNet Insurance and AdvisorNet Financial, please visit our website at: www.advisornet.com. This is a full-time on-site position at our office in Minnetonka, MN.

**Responsibilities**

* Provide backup support to Case Management team, including fielding in-force client service requests, responding to client phone and email inquiries, working directly with carriers on in-force business, and managing incoming and outgoing mail
* Serve as backup support to Contracting and Licensing team, including fielding licensing questions from producers and internal staff, maintaining online contracting system and current appointment information, processing carrier appointment requests and satisfying outstanding carrier requirements, and contacting carriers to follow up on and/or confirm appointment status
* Assist with policy service requests from advisors and brokers, including agent of record changes, requests for forms/documents, and updating on policy status
* Maintain CRM and other administrative systems, including building production and activity reports on both a regular and ad hoc basis

**Qualifications**

* Detail-oriented and organized; ability to work in an office setting under minimal supervision
* Growth-minded and open to learning and expanding knowledge as business needs arise
* Strong oral and written communication skills
* Familiarity with Microsoft Office Suite (Outlook, Excel, OneNote, Word)
* Salesforce and other CRM experience preferred
* Life and health licensing not required for this role but a plus

*Disclaimer: This job description is only a summary of the typical functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. Responsibilities, tasks, and duties of the jobholder might differ from those outlined in the job description and other duties, as assigned, might be required.*