Brown & Brown Insurance Inc.

Title: Insurance Operations Review Analyst

Location: Roseland, NJ

Job Type: Full-Time (Entry-Level)

Compensation Type: Hourly

Start Date: ASAP

Job Description:

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.

Individuals hired in the Insurance Operations program must understand that this is an entry-level, 2-3 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 2-3 years.

Primary Responsibilities:

- 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 as needed
- 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.

Qualifications:

- Agency experience with an understanding of various disciplines and workflows or a College Degree (Risk Management Degree preferred)
- Desire to excel
- High degree of discipline and self-motivation
• 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
• Ability and desire to pursue continued education through self-study and classroom instruction
• Ability and willingness to travel at least 60% (flying and driving) with a flexible schedule and the ability to adjust on-the-fly
• Well-groomed, professional and neat appearance
• Be aware, this is not an Actuarial type position.

Application Instructions:
Please e-mail a cover letter and resume to the following e-mail address with “Insurance Operations Review Analyst – Roseland, NJ” in the subject line: IORTRecruiting@bbins.com

About the organization:
Brown & Brown is an independent insurance intermediary that through its licensed subsidiaries provides a variety of insurance products and services to corporate, public entity, institutional, trade, professional, association and individual clients.
Headquartered in Daytona Beach, Florida, offices are located across the United States, with products and services offered through four major business divisions. We are listed on the NYSE as BRO. Our corporate culture is built on vision, speed, agility and strength that allows us to thrive in the very competitive insurance environment. This unique culture has enabled us to quickly chase down new opportunities, adapt our products and services to best meet market demands, and satisfy our many and varied clients.
Our drive to be the best has made Brown & Brown one of the largest and most respected independent insurance intermediaries in the nation, with 75 years of continuous service. The Company is ranked as the sixth largest such organization in the United States and seventh in the World by Business Insurance magazine.

Disclaimer information:
Brown & Brown, Inc. is an Equal Opportunity Employer.
At Brown & Brown, Inc. our continued success depends on the full and effective recruitment and employment of qualified persons regardless of race, color, religion, sex, age, national origin, marital status, disability or veteran status. We are committed to ensuring equal employment opportunity for all employees and applicants for employment. It is our goal to recruit, hire and develop the best employees using only job-related qualifications.
Our equal employment opportunity philosophy, in accordance with federal, state and local law, applies to all aspects of employment with Brown & Brown including recruiting, hiring, training, transfer/promotion,
compensation, benefits and termination. At Brown & Brown we strive to ensure that our human resource practices are free of discriminatory practices and that employment decisions are made on the basis of job-related qualifications, including personal competence and potential for advancement.