



Arcina is a boutique risk consulting firm headquartered in downtown Los Angeles that delivers insurance archaeology, claims management, and other risk consulting services to Fortune 1000 companies, public entities, non-profits and insurers. We are seeking candidates to join our growing team. Arcina offers challenging and flexible opportunities in a small office environment. Please include a cover letter and resume with your inquiry.

JOB DESCRIPTION

Title Insurance Compliance Coordinator

Summary

The **Insurance Compliance Coordinator** will be responsible for obtaining and reviewing certificates of insurance (COI) for corporate clients to ensure compliance. In this role, you will work within a COI technology platform and will be a liaison between clients and insurance agents to verify and obtain approvals for insurance requirements. You will also interface with the COI software provider.

Essential Duties and Responsibilities

Typical tasks include but not limited to the following

- Examine certificates of insurance for completeness, deficiencies and conformance to clients' requirements
- Follow up with insurance agents/brokers to verify policy coverage and cancellations
- Interface with clients to obtain policy verification, approvals and other inquiries about compliance matters
- Follow established review process
- Become proficient in the company COI technology
- Process insurance documents into company software with accuracy and timeliness
- Run reports and compliance metrics for clients
- Ability to comprehend insurance policies, cancellations, reinstatements, endorsements, and other insurance related documents
- Performs other related duties as required and assigned

Experience/Requirements

- Bachelor's degree is preferred or equivalent commercial insurance experience
- 2+ years insurance brokerage or commercial insurance experience
- Knowledge of general liability and workers comp policies and coverages; familiarity with endorsements
- Skilled in Microsoft Office Suite (Word, Outlook, Excel, and PowerPoint)
- Good oral, written and interpersonal communication skills
- Strong organization and time management skills
- Self-starter and an ability to work independently