



LION STREETTM

Owned by Fiercely Independent Advisors

New Business / Data Entry Analyst

We are looking for a tech-savvy New Business / Data Entry Analyst that will work with our operations team on new business entry. This position will be a part of Lion Street's life insurance division, based in Austin, TX. This is a great opportunity for an individual looking to make an impact with an experienced team of individuals that support a nationwide network of elite life insurance practitioners.

Job Description and Duties

This position is responsible for the day-to-day work flow with Case Managers by managing incoming applications and other important documents on a timely basis and using Company software.

- Manage incoming applications and other documents in Paperclip. Create tasks in case management system Agency Integrator for Case Manager review.
- Enter new applications and files
- Confirm agent is properly licensed / contracted
- Manage Case Management inbox
- Process policies that are received and correspond with firms
- Manually enter cases as needed
- Sorting and handing daily mail
- Work and manage underwriting spreadsheets

Desired Skills and Experience

The ideal candidate will have at least two to three years of data entry experience. With at least three to five years of total work experience Must be detail oriented, able to work in a fast-paced environment. Prefer knowledge of Agency Integrator and Paper clip (but not required).

Benefits

In exchange for your hard work and dedication, we offer full-time employees:

- Competitive compensation package
- Benefit package: medical, dental, vision, 401K
- Located in downtown, we offer a gym discount, provide commuter allowance, and a great view of Austin
- Company provides snacks, assorted beverages and a stand-up desk workstation

We work to maintain the best possible environment for our employees, where people can learn and grow with the company. We strive to provide a collaborative, creative environment where each person feels encouraged to contribute to our processes, decisions, planning and culture.

www.lionstreet.com