



FILM & TV ACCOUNT MANAGER

JOB DESCRIPTION

Position Description

To provide excellent organizational, technical and communications support to Account Managers, Sr. Account Managers, Account Executives and Vice Presidents

Location: Van Nuys, California

Duties and Responsibilities

- Process and transmit policies and endorsements requests based on Momentous guidelines.
 - Includes preparing letters, invoicing, summaries, certificates (city, location & vendor), evidence of insurance, auto ID cards and order loss runs.
- Process policies/renewals based on the needs of the department
- Prepare and update applications.
- Prioritize and complete multiple tasks simultaneously under the direction of an AE/AM.
- Participate in classes put on by the Agency to learn all facets of insurance.
- Department scanning.
- Assisting senior department members with preparation of marketing materials for presentations and meetings.
- Maintain agency EPIC files accurately and consistently documenting conversations in emails and other notes sent to clients, while adhering to all MIB electronic and EPIC procedures.
- Script evaluation for scenes that may require carrier review
- Update and maintain cast logs.

Physical Actions

Required job duties are a mix of sedentary work consisting of occasional walking, standing and lifting and/or carrying 10 lbs. maximum, bending, talking, and hearing.

Education Requirements

- High School Diploma required.

Experience Requirements

- 1-2 years experience preferred.
- Must be proficient MS Office Suite (Word, Excel, Outlook)

Special Skills Requirements

- Strong written and verbal communication skills

- Strong follow up skills
- Results oriented
- Sound problem solving skills
- Consistent exercise of good judgment
- Sense of urgency and time management
- High integrity and work ethics
- Ability to routinely work under pressure, meets deadlines
- Work independently and in harmony with a team.
- High attention-to-detail