We are seeking **Senior Representatives** in our Los Angeles, CA office.

**Job Profile Description**

* Performs more complex clerical functions, including but not limited to, photocopying, faxing, scanning, word processing and filing to assist Advisory colleagues.
* Attends internal strategy meetings to gain a deeper understanding of the work the Company does and better assist Advisory colleagues.
* Assists in the creation of presentations and program submissions, including coverage specifications, in collaboration with Advisory colleagues.
* Assists in preparing proposal components including the analysis of: pricing, coverage terms and conditions, services, quote comparisons, financing, commentary and recommendations.
* Monitors the renewal and binder control system to ensure things are progressing according to schedule.
* Requests follow-up for changes from underwriters to ensure coverage is correct.
* Maintains ongoing relationship with clients and team colleagues to effectively service clients and market contact and assist the Advisory colleagues.
* Understands and complies with compliance and transparency standards.

Marsh is a global leader in insurance broking and risk management. In more than 130 countries, our experts manage every facet of risk and across industries to help clients anticipate, quantify, and more fully understand the range of risks they face.  
  
Recruiting, hiring, developing and promoting people from within our organization is a foundational element of Marsh’s talent strategy.  We know that diverse thought leadership and experience on our teams is the winning combination and we are committed to advancing our efforts to ensure that we are a company where all colleagues feel they belong and can thrive and contribute their best.  
  
Our **Senior Representatives** in Advisory, Account Management and Placement are responsible for preparing presentations and programs; supporting the renewal process and participating in renewal strategy meetings; generating submissions for markets and analyzing quotes; and responding to client questions. 

**What can you expect?**

* + Become a member of Marsh's best in class team, delivering expert broking and strategy solutions to help clients manage risk with confidence
  + Receive on the job, online, and formal training to ensure success and engagement in this role
  + An opportunity for long term growth within a dynamic and growing business unit
  + Ability to make an immediate impact within the organization.
  + Work alongside highly experienced colleagues to gain experience and skill sets for professional growth
  + Exposure to key stakeholders and have the ability to make strong business connections.

**What is in it for you?**

* + Opportunities to take risks innovate and disrupt.  Marsh is agile and resilient – our goal is to invest in you by training on soft and technical skills to prepare you for opportunities in different areas of our business.
  + A company with an exceptional, global brand and proven results to match
  + Culture of internal mobility, collaboration and valued partnerships
  + Competitive pay and full benefits package starting day one - medical, dental, vision, life insurance, generous 401k
  + Employee Resource Groups that provide access to leaders, relevant volunteer and mentoring opportunities and interactions with diverse counterparts in industry groups and client organizations.
  + Competitive pay (salary and performance based bonus potential), full benefits package – starting day one (medical, dental, vision, STI/LTI, life insurance, generous 401k match AND contribution.)
  + Flexible work opportunities for work/life balance
  + Generous Parental Leave and Tuition Reimbursement plan and participation in our Employee Stock Purchase Plan

**We will count on you to:**

* + Assist in the creation of presentations and program submissions, including coverage specifications, pricing, coverage terms and conditions, services, quote comparisons, financing, commentary and recommendations
  + Ensure the success of renewals by gathering information, tracking quotes and ensuring documents are issued correctly and on-time and ensure processes are progressing according to schedule.
  + Analyze and compare quotes from markets, review existing client insurance and risk programs
  + Oversee the review of claims, contracts and audits and follow up regarding endorsements, policy issuance, extensions and cancellations
  + Maintain relationships with diverse clients, prospects, client teams and markets to provide best in class service

**What you need to have:**

* + Bachelors' degree preferred
  + 0-1 year experience
  + Broker licensed a plus OR able and willing to obtain within 30-days of hire
  + Proficiency in MS Office tools
  + Ability to multitask and work in a fast paced, matrixed environment
  + High attention to detail and collaborative skill set
  + Excellent verbal and written communication skills
  + Applicants must have legal work authorization in the U.S. on a permanent and ongoing basis without the need for sponsorship now or in the future

**What makes you stand out?**

* + Individuals who have strong interpersonal skills, agile, possess cross-cultural acumen, and strong analytical and influencing skills.
  + We want people who are highly engaged and curious. At Marsh you have the opportunity to have diverse experiences across different segments, risk practices and specialties. The ability to explore and engage is critical to be successful in this environment.
  + We are also a very relationship-based culture and company. We rely and leverage each other to produce the best results.

[Marsh McLennan](https://www.mmc.com/) (NYSE: MMC) is the world’s leading professional services firm in the areas of risk, strategy and people. The Company’s 76,000 colleagues advise clients in 130 countries.  With annual revenue over $17 billion, Marsh McLennan helps clients navigate an increasingly dynamic and complex environment through four market-leading businesses. [Marsh](https://www.marsh.com/) advises individual and commercial clients of all sizes on insurance broking and innovative risk management solutions. [Guy Carpenter](https://www.guycarp.com/) develops advanced risk, reinsurance and capital strategies that help clients grow profitably and pursue emerging opportunities. [Mercer](https://www.mercer.com/) delivers advice and technology-driven solutions that help organizations redefine the world of work, reshape retirement and investment outcomes, and unlock health and wellbeing for a changing workforce. [Oliver Wyman](https://www.oliverwyman.com/) serves as a critical strategic, economic and brand advisor to private sector and governmental clients. For more information, visit [mmc.com](https://www.mmc.com/), follow us on [LinkedIn](https://www.linkedin.com/company/marsh-&-mclennan-companies-inc-/mycompany/verification/?viewAsMember=true) and [Twitter](https://twitter.com/MarshMcLennan) or subscribe to [*BRINK*](https://www.brinknews.com/).

Marsh & McLennan Companies and its Affiliates are EOE Minority/Female/Disability/Vet/Sexual Orientation/Gender Identity employers.