

KAPLAN COMPLIANCE SOLUTIONS

KAPLAN COMPLIANCE SOLUTIONS is a rapidly growing, entrepreneurial, performance-oriented software, software as a service (SaaS) and outsourcing company based in Indianapolis' Park 100 area. Kaplan Compliance Solutions offers services and technology solutions for the insurance and securities industries. These solutions help our clients manage their sales agent on-boarding processes and career cycles. As a trusted partner of more than 50 percent of Fortune 500 insurance companies and securities firms, Kaplan Compliance Solutions is dedicated to cultivating a culture of excellence. Currently we have openings for **Licensing Coordinators**.

As a Licensing Coordinator, you will be responsible for:

- Answer and respond promptly and properly all phone and email inquiries about license status, and provide licensing assistance via telephone.
- Contact producers as necessary to collect all required information for licenses and appointments.
- Process license applications or requests for appointment according to state regulations, compliance guidelines and contract terms.
- Oversee the complete process of fulfilling the client's requests in compliance with contract. This will include monitoring, follow-up and completion of the necessary state forms and instructions to fulfill licensing requests through the use of software.
- Responsible for the day-to-day satisfaction of the client. This includes but is not limited to researching customer issues and coordinating necessary resolutions.
- The Licensing Coordinator will be encouraged to facilitate changes, with involvement of supervision, that result in increased business and more efficient procedures.
- Create and maintain complete client files on individual clients and company data for use in future licensing requests.
- Remain current on ever-changing licensing regulations and procedures, reading and understanding changes announced via Software News and other publications, and by participating in ongoing training sessions.
- Input check requests into the monthly billing software.
- Provide back up to other Licensing Coordinators when necessary.
- Assist the LRS supervisory staff as needed.
- Miscellaneous job duties as assigned.

Requirements:

- Excellent verbal and written communication skills
- Ability to adjust and adapt to challenges

- Detail oriented professional with the ability to multi-task, work independently and support other team members
- Ability to perform tasks with a high degree of accuracy
- Able to work in a team environment
- Have the ability to maintain a steady pace of productivity and meet target production standards
- Able to retain a high number of variables and details
- Strong decision making skills
- Experience within the Insurance and Securities Industry a plus
- Familiarity and comfort with Microsoft Office Suite

KAPLAN COMPLIANCE SOLUTIONS offers opportunities for advancement, pay for performance, and a comprehensive benefits plan which includes: generous paid time off; eligibility on day one to enroll in a choice of multi-tiered medical plans; dental plans; health care and dependent care spending accounts; deeply discounted tuition / fees for all Kaplan education; 401(k) with company match and immediate, 100% vesting; supplemental life insurances; and much more!

KAPLAN COMPLIANCE SOLUTIONS is a division of Kaplan Financial, a leading source of education and compliance solutions for insurance and financial services institutions and individuals. Kaplan Financial is a division of Kaplan, Inc., a global education services provider and a subsidiary of The Washington Post Company. For more information, go to <http://www.kaplancs.com>. For consideration please forward your resume, cover letter, and salary requirements to ResumesKCS@Kaplan.com.

EOE.