

Ejecutivo de cuenta

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Company: Aon

Location: Bogotá

Category: business-and-financial-operations

ACCOUNT EXECUTIVE - Req 2539201

BOGOTÁ, COLOMBIA

Are you looking to expand your professional experience? Would you like to join a dynamic and inclusive team? This opportunity is waiting for you!

This is a in-person position from our Bogotá office.

Aon is in the best decision making business

At Aon, we shape decisions for the better to protect and enrich the lives of people around the world.

As an organization, we are united through trust as an inclusive and diverse team, and we are passionate about helping our colleagues and clients succeed.

What a typical day will look like

Provide care for the assigned account, developing strategies for renewal, penetration and customer loyalty through the administration of the insurance program in the General and Benefits lines.

Manage with the employee the delivery of the information and documentation necessary for entry into the Insurance Entities

Upload the information into the technological tools provided by Aon for the program.

Ensure compliance with service levels/response times agreed with insurers.

Send the policies to employees with the coverage conditions.

Reconcile billing and make payroll deductions on a monthly basis.

Attend to each of the requests received from officials within the pre-established time.

Comply with the corporation's guidelines in relation to procedures, policies and information systems (Aon Access, Intranet, Office, email), among others.

Prepare and send monthly reports to clients.

Monitoring of each of the requests made to insurers, employees and support areas.

Propose improvement actions to optimize operational processes.

Supervise the application of payments by insurers.

Skills and experience that will lead to success:

Academic Training: Professional or technologist in administrative careers

Experience: 7 years of work experience in knowledge of the insurance sector in the fields of General and Personal

Use of Office Tools, use of intermediate/advanced Excel, database analysis, oral and written communication skills

Languages: Intermediate English

How we support our colleagues

In addition to our comprehensive benefits package, we foster a diverse workforce. In addition, our agile and inclusive environment allows you to manage your wellbeing and work-life balance, ensuring you can be your best at Aon. In addition, all colleagues enjoy two Global Wellbeing Days each year, encouraging them to take time to focus on themselves. We offer a variety of work style solutions, but we also recognize that flexibility goes beyond the workplace... And we're all for it. And we're all for it - we call this Smart Working!

Our culture of continuous learning inspires and equips you to learn, share and grow, helping you reach your full potential. As a result, at Aon, you're more connected, more relevant and more valued.

Aon values an innovative and diverse workplace where all colleagues feel empowered to be themselves. Aon prides itself on being an equal opportunity workplace.

Aon provides equal employment opportunity to all employees and applicants for employment without regard to race, color, religion, creed, sex, sexual orientation, gender identity, national origin, age, disability, veteran, marital, domestic partner or other legally protected status.

We welcome applications from everyone and provide individuals with disabilities reasonable accommodations to participate in the job application, interview process and to perform the essential functions of the job once on board. If you would like to learn more about the reasonable accommodations we offer, please email

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AON is a company that values people and everyone is important. We are committed to creating and maintaining an inclusive and diverse work environment where all employees are treated with dignity and respect. At AON, discrimination and harassment against any employee or candidate on the basis of race, ethnicity, color, religion, national origin, sex, gender identity, sexual orientation, or any other status protected by law is prohibited. We comply with all applicable national and local laws and regulations regarding nondiscrimination and employment.

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