



# GOLSAN SCRUGGS

## POSITIONS AVAILABLE

### ABOUT US

Golsan Scruggs is a specialty corporate insurance and risk management firm operating throughout the United States from its headquarters in Lake Oswego, Oregon. We are built on the principles of providing superior customer service, quality insurance solutions, and indepth risk management practices for our customers. Our approach is a process focused on the identification and measurement of risk with the goal of implementing and monitoring appropriate risk management strategies that lower the cost of risk within organizations.

### LEARN MORE

[golsanscruggs.com](http://golsanscruggs.com)  
[gsria.com](http://gsria.com)

### CONTACT US

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### ACCOUNT EXECUTIVE (Full-time)

New business development by spreading the word to the Registered Investment Advisory (RIA) and financial community throughout the U.S. about insuring against claims of client and investor lawsuits, asking for an opportunity to provide information, scheduling a dialogue discussion, performing coverage analysis, placing appropriate insurance products for Investment company exposure, and managing client relationships.

### ACCOUNT MANAGER (Full-time)

Manage existing client accounts, including the submission of applications, issuing certificates and binders, completing proposals, performing data entry and database management, reviewing policies for accuracy, working with insurance underwriters, interacting with clients, etc.

### ADMINISTRATIVE ASSISTANT (Full-time)

Provide administrative general accounting, operations, and marketing support including general office duties, bookkeeping transactions, database management, statement reconciliation, client interaction and correspondence, marketing campaign assistance, etc..

### INTERN (Part-time/Full-time)

Assist agency in all areas including administrative, operational, and marketing support services and learn about all aspects of the corporate insurance industry.