

Department: Business Insurance**Location: Greensboro, NC****MMA Mid-Atlantic - Greensboro, NC**
Account Manager, Business Insurance (P&C)

The Business Insurance Account Manager is responsible for servicing commercial property and casualty clients in a manner that promotes retention, protects client assets and enhances Agency profitability. Account Managers in this position should be well versed in all areas and aspects of commercial risk management, insurance products and accounting.

Responsibilities

- Servicing, renewing, marketing and invoicing new and renewal business insurance accounts
- Review policies for correct coverage, limits and premiums quoted
- Prepare exposure comparisons, premium comparisons, renewal reviews and renewal proposals
- Direct communication with clients, underwriters, brokers and marketing department to obtain various underwriting information and pricing
- Endorsement processing
- Loss runs reviewed monthly, quarterly or semiannual based on account premium and loss history
- Support consultants in obtaining underwriting information and rating of new business

Qualifications

- A commitment to service with impeccable follow through
- Strong team collaboration skills
- Excellent verbal and written communication abilities
- Excel at managing multiple priorities and deadlines
- Self-motivated and able to work independently
- Ability to consistently process transactions accurately
- Knowledge of rating systems, Applied, Reference Connect, Mod Master, Silver Plume, Word, Excel, Outlook, Internet Explorer, DAC MVR processing and various other company websites

Requirements

- High School Diploma required; Advance Degree or equivalent career experience preferred
- Licensed Property and Casualty Agent in North Carolina or ability to obtain within 90 days
- Two years of client service experience

Please apply online at <https://www.mma-midatlantic.com/careers/job-openings/>