



Personal Lines Account Manager

The Personal Lines Account Manager is responsible for providing assistance to new and existing customers as well as maintaining basic insurance database and other office administrative functions. Primary responsibilities may include opening office and handling mail; providing efficient, courteous customer service, in-person, digitally and on the phone; processing new/renewal business, reviewing for accuracy, and invoicing when applicable; receiving/recording payments and forwarding to correct companies; balancing cash drawer and preparing bank deposit; generating new sales through referrals, existing customers and new contacts; and assisting Account Executive as needed.

High School diploma or equivalent is required, active NC P&C licenses required or be willing to obtain within 30 days of employment, two years previous insurance experience desired, strong verbal and written communication skills, attention to detail and experience in Microsoft Office preferred.

Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, disability or protected veteran status.

Please email resume to aprice@golifestore.com, or mail to HR Director, PO Box 26, West Jefferson, NC 28694.