

JOB DESCRIPTION

Location: Cornelius NC

Title: Commercial Lines Account Manager

Summary: Commercial lines account professional to provide customer service including account marketing, servicing and working with underwriters.

Job Description:

- Must have agency management system expertise.
- Set up new business applications, submissions and certificates within AMS.
- Provide agent support.
- Ability to market commercial lines of business; prepare coverage summaries, proposals, submissions and track status.
- Communicate with and service clients efficiently. This would include binders, certificates, policies, endorsements and other related items accurately and on time.
- Document and maintain electronic files accurately and timely.
- Ability to prioritization tasks/client needs and adapt to changes.
- Must have a strong knowledge of coverage, exclusions and exposures.
- Ability to understand client coverage needs and refer to producer.
- Good understanding of agency operations and carrier relationships.

Experience:

- Hold NC P&C Insurance License
- High School diploma or equivalent, Bachelor's Degree preferred
- Minimum of 5 years Commercial Experience
- Proficiency of business software programs; Outlook, Word, Excel and Cloud systems
- Broad knowledge of commercial policies

Skills and Abilities:

- Strong interpersonal communications skills
- Attention to detail
- Ability to work with team
- Time management, problem solving and organization
- Strong spelling/grammatical/business writing skills
- Good reasoning, analytical and mathematical skills
- Continued professional growth and development

Responders should send their resume to egram@ermusa.com.