

Commercial Lines Account Manager

The Commercial Lines Account Manager serves as the primary point of contact for Commercial Lines Insurance Clients to provide consistent and proactive customer service in our Morehead City office. The Book of Business focuses on Small to Middle Market Commercial Lines Insurance Clients.

Join us as our next Commercial Lines Insurance Account Manager to:

- Establish and maintain strong relationships with Clients, insurance carriers, and other vendors to ensure long term consistent business growth
- Provide prompt, courteous, and knowledgeable service to Commercial Lines Clients and prospects; Respond to Client inquiries and requests to resolve any related service issues
- Support new and renewal business through the maintenance of Client information in the Agency Management System, assembling Client proposals, issuing binders, and preparing and distributing invoices
- Process Endorsements, Certificates of Insurance, Cancellations, Audits and other Client centered transactions
- Identify opportunities for new business to existing Clients or cross-sell business to other departments
- Recommend enhancements and improvements to processes, insurance products, and/or policies to effectively meet Client's insurance needs.

Our ideal Commercial Lines Insurance Account Manager candidate has the following:

- Possess an upbeat, positive and enthusiastic attitude.
- Excellent Communication/interpersonal skills.
- Must have ability to multi-task.
- Must have current property and casualty license
- Strong communication skills, both oral and written
- A minimum of 2 years of experience in commercial P&C insurance

Send resumes to andrea@snipesinsurance.com.