

Commercial Lines Insurance Account Executive

The North Carolina Association of Insurance Agents (NCAIA) is an independent insurance agency and affiliated corporation of IIANC. Since 1951, NCAIA has managed the insurance needs for the State of North Carolina. Working in partnership with the N.C. Department of Insurance, NCAIA administers what is unquestionably one of the most diverse insurance programs in the country including all state-owned property, historic landmarks, cultural events, fine art programs, university student health plans and much more.

Job Description

One of the most unique and interesting insurance operations in the country is looking for a dynamic, positive and high-performing professional to join its team. NCAIA is seeking a Commercial Lines Account Executive who enjoys providing continuous service to insureds, is a continuous learner, and wants to be part of a unique team. The Account Executive position will report to the Agency Manager.

Responsibilities

1. Follow agency procedures and workflows for processing:
 1. New business
 2. Renewals
 3. Endorsements
 4. Cancellations
 5. Audits
2. Market accounts/policies and maintain a current knowledge of insurance coverages, exposures and available markets
3. Review applications and policies to identify and target new lines of business and to make recommendations
4. Research and answer insureds questions regarding coverage in a timely manner
5. Provide full servicing of accounts
6. Maintain the agency standard for client service
7. Adhere to company core values of integrity, professionalism, collaboration, innovation, responsiveness, and initiative

Requirements:

- Minimum one year commercial lines insurance experience or an equivalent combination of commercial lines experience, education, and training
- Excellent customer service required, as well as the ability to build and maintain strong internal and external relationships
- Strong organizational skills
- Ability to work in a fast pace environment, taking on multiple accounts

Preferred:

- Licensed in Property/Casualty and Life/Health in NC
- Hold at least one Professional Insurance Designation
- Experience in using Applied TAM

Benefits:

NCAIA is an exciting, high-energy, growth oriented organization that believes in treating its employees well! We encourage our employees' professional growth and offer excellent benefits including medical, dental, vision, life, 401k and more. 35 hour work week and opportunity for flexible work schedules.

Please send a resume and cover letter to Lisa Weatherly at lweatherly@iianc.com.