

THE PHOENIX COMPANY

JOB DESCRIPTION

Title: Commercial Lines Account Manager Assistant

Reports to: Department Manager / Agency Manager

Job summary: Assist Account Manager by processing changes and renewals to clients account. Inputting data, assist with processing of client information as needed, backup for receptionist.

FLSA Status: Non-Exempt

Primary Responsibilities:

- Process any changes, additions to clients file, or policy.
- Maintain electronic/paper files in orderly time manner.
- Maintain working knowledge of all company changes and procedures.
- Input customer data into agency management system.
- Learn phone system and assist with receptionist.
- Perform other functions as assigned by management.

Knowledge Skills & Abilities

- Must have High School diploma or equivalent degree
- Computer processing skills with proficiency with Micro Soft Outlook, Word & Excel
- Must be a self-starter, able to work independently
- Have good communication skills, written and verbal
- Work in fast paced multitasking environment
- Able to operate computer equipment, various office equipment, fax, copy, telephone.
- Ability to perform light physical work. Activities include repetitive keyboard fingering, grasping, lifting and handling of paper, reaching, bending, stooping and crouching.

General Information

- This job description is intended to describe the level of work required to perform the job.
- Essential functions are outlined. Other duties may be assigned as needed or required.
- This description is not intended as a contract and is subject to change by management.

Send resumes to Davidt@thephoenixcompany.com or call David Taylor at 336-765-9332.