



We are seeking the right person to train into this position, must be customer focused and have excellent computer skills.

JOB DESCRIPTION

Position: Business Insurance Account Manager

Description: Service and Manage Business Insurance

Schedule: Monday – Friday 8 a.m. to 5 p.m.

Responsibilities

- Manage all aspects of business insurance policies, including renewals, issuance of certificates, evidence of property, policy changes, billing questions, etc.
- Collect information necessary to quote business policies
- Know company underwriting and rating procedures for all types of business policies
- Cross-Sell missing lines of business
- Claims, gather information, report to company and/or refer to company. Follow up to make sure that claim is being handled satisfactorily
- Process company, client and third-party correspondence
- Cross-sell clients to personal lines department
- Participate in training & seminar courses
- Assume other job responsibilities as assigned
- Follow the guidelines outlined in our employee manual