

Lawley

INSURANCE | EMPLOYEE BENEFITS

Personal Insurance Account Manager (Prestige)

Position Focus:

- Manage an assigned book of business including renewals, endorsements, binders, ID cards, Evidence of Property Insurance (EPI), certificates, summaries and other insurance documents in accordance with established guidelines
- Work within designated timelines providing superior customer service to retain our prestige clients
- Develop new business and existing accounts including the quoting and processing of applications to retain and grow an assigned book of business
- Routinely conduct consultative conversations with our prestige clients and prospects
- Establish and maintain professional relationships with carriers and clients
- Due to the heightened visibility of this role, the professional persona required of the successful candidate includes but is not limited to; the facilitation of presentations to C-Suite level clients, positive internal and external business interactions and the overall ability to manage productive relationships within this collaborative position
- Support all Lawley initiatives as requested, guided by company values, sales culture, business needs and scorecard

Successful candidates possess:

- Insurance experience in customer service or account management for 5 years or more
- Property/Casualty License; other Insurance designations preferred
- Relevant knowledge of insurance products, documents and usages, including the affluent market carriers
- Computers skills are a must, Applied & EPIC experiences is preferred
- Ability to work well independently and on a team
- Incredible attention to detail and organizational skills
- Open to continuing education, college degree preferred
- Positive attitude, even in a fast paced environment
- A passion to make customers and coworkers feel important and valued
- Capability to work quickly and efficiently
- Methodical, yet swift decision making skills
- Precise verbal and written communication skills, even under time constraints



Lawley provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.