

# Lawley

INSURANCE | EMPLOYEE BENEFITS

## Commercial Insurance Account Manager

### Position Focus:

- Manage an established book of business assigned specifically to you which would include renewals, providing summaries, ordering and issuing binders, certificates, policies, proposals and other insurance documents within designated timelines
- Conduct consultative conversations with a Commercial client base; establish & maintain carrier relationships
- Obtaining non-marketed renewal quotes from existing carriers, completing renewal processes and handle non-renewal and cancellations for cause; prepare complete marketing submissions on existing clients as needed
- 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 3 years or more
- Property/Casualty License (all lines)
- Relevant knowledge of insurance products, documents and usages
- Computers skills are a must! Word, Excel and Outlook. Applied/EPIC experience is preferred
- Ability to work well independently and on a team
- Incredible attention to detail and organizational skills
- Open to continuing education, college degree or equivalent industry designations
- 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 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.*