

# 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.*