



# **Commercial Lines Account Executive (CSR)**

## **GENERAL JOB DESCRIPTION**

Growing Kenwood based agency serving an established clientele of commercial and VIP personal lines customers is seeking a Commercial Lines Account Executive.

Reporting to the Commercial Lines Service Team Leader, the Commercial Lines Account Executive will provide high level client service for an assigned property and casualty book of business. This assigned property and casualty book of business will encompass both new and renewal accounts of the agency as well as a small volume of personal lines VIP clients.

## **TASKS/RESPONSIBILITIES**

- Manage a book of business (new and renewal) accounts for small to middle market commercial accounts.
- Utilize the agency management system (Applied EPIC) for all servicing and processing tasks related to client requests and needs (ex: issuance of certificates of insurance, etc.)
- Provide accurate, thoughtful, and prompt services to all clients and related client's stakeholders.
- Ability to continuously master the information of all assigned accounts and market renewals to various carrier partner's when needed.



- Continuously educate your knowledge of the property and casualty markets with the help of agency resources.
- Provide all necessary support to Producer's/Sales Agent's in maintaining their current book of business and prospects in the pipeline.
- Ability to be a key liaison between Producers/Sales Agent's and clients, as well as between the agency and carrier partners.

#### **REQUIREMENTS**

- Ability to provide exceptional client service to all accounts within your assigned book of business.
- Associates or Bachelor's degree preferred.
- Active or Apply for Ohio Property and Casualty Insurance License upon Hire.
- Experience using an agency management system (Applied EPIC preferred).
- Willingness to Assist with Personal Lines Placements and Service.

#### **ADDITIONAL POSITION FEATURES**

- Flexible, Remote and In Office Schedule
- Opportunity for Development of Own Book of Business
- Profit Sharing and Bonus Potential