



Commercial Lines Account Manager

The Commercial Lines Account Manager will assist the Commercial Lines Underwriter/Broker in helping manage daily tasks within the office. Responsibilities are as follows.

CUSTOMER SERVICE DUTIES

- Work Expiration List – Request Renewal Information
- Rate New Business Submissions & Renewal Business
- Ensure Timely Renewal Quotes
- Review Policies for Accuracy
- Follow Up & Gather Outstanding Information for Carriers
- Send Policies & Endorsements to Agencies
- Invoice Policies
- File Claims
- Process Incoming & Outgoing Mail
- Answer the Phone
- Maintain Accurate Customer Information in the Agency Management System

REQUIREMENTS

Potential candidates should have five years of customer service experience. Experience with a Managing General Agency, Agency, or Insurance Company is preferred. Must have strong computer skills to help manage and learn different types of software used in all job phases.

APPLICATION

Please apply online at www.mathisonins.com/careers. You may also email your resume to Joe Ulmer at julmer@mathisonins.com or Chris Mathison at cmathison@mathisonins.com.