

COMMERCIAL LINES ACCOUNT ADMINISTRATOR

Come join the Webb Insurance Agency! We are an insurance broker located in midtown St. Charles. We have an opportunity for a full-time Commercial Lines Account Manager. We are in search of a motivated, career-minded individual to join our team.

Job Summary:

- You will be critical in providing our customers excellent customer service including educating our current clients and attracting new ones.
- Focus on retention and growth of an existing book of business which includes policy changes, claims reporting, re-market's, new business quotes, cross-selling opportunities, and working with assigned agent and agency as a team.
- We represent top rated carriers within our industry such as Auto Owners & Liberty Mutual
- to provide superior products and services to our clients. The ability to quote with various carriers is required.

Responsibilities:

- Must be focused on providing an exceptional client service experience to clients and prospective clients
- Timely in processing of changes, claims reporting, remarkets, and new business quoting
- Proficient in knowledge of Commercial Insurance coverage and markets including Workers Comp, General Liability, Auto, Professional Liability and Bonds

Requirements:

- Excellent oral and written communication skills
- Minimum of a MO Property/Casualty Insurance License
- Experience with an insurance agency management system, such as Partners, Applied, AMS360, or similar systems

Full time position benefits include:

- Paid Holidays/PTO time
- Simple IRA with company match
- LTD/STD
- Tuition/License Reimbursement
- 35% Commission on New Business referrals

Apply At:

https://dashboard.idealtraits.com/career/Webb-Insurance/15688331954vie?fbclid=IwAR0PP4m1gid0vZLzepI22diDu6vxH9szL2KtYCu7i_4dw_u_H---MjRgcoY://dashboard.idealtrait