

Account Executive – AG Financial Insurance Solutions

The Account Executive is responsible for targeting new business and growing existing client relationships and quoting and binding new and renewal business. They will also be responsible for handling customer inquiries regarding the Property/Casualty Insurance program. This includes, new and renewal business and endorsements, processing Certificates of Insurance and Evidence of property forms, billing, processing incoming and outgoing mail and handling routine correspondence. The candidate will also need to become proficient in the AMS360 Agency Management System, as well as other systems as needed. The candidate must also be a Licensed Property Casualty Insurance Agent and have intermediate skills in Microsoft Word, Excel, and Windows. HS Diploma or GED required.

This position reports to the Senior Underwriter/Office Manager.

If you feel you meet the requirements of any of these positions, please complete our online application located at <http://www.agfinancial.org/about/careers>.