

Small Commercial Lines Insurance Account Manager Job Posting – Springfield, Missouri

Are you a Commercial Property and Casualty insurance professional passionate about providing extraordinary service to your clients? Are you interested in joining an award-winning agency holding the title of Top Workplace, Healthiest Employer, and Best Places to Work finalist? Do you want to work for a family-friendly organization that cares about and invests in YOU, promotes a culture of flexibility, provides a life/work balance, likes to have fun, and offers a competitive salary and benefits package? If you answered yes to any of these questions, then Crane is an excellent fit for you. At Crane, we are a tight crew and we are great at what we do!

Here's an overview of what you'll be doing in your exciting, new career as a Small Commercial Lines Insurance Account Manager at Crane:

- Build relationships with clients to understand their business needs in order to create insurance programs that will protect their business and alleviate risk.
- Collaborate, communicate, and work closely with producer to meet unit's strategic objectives.
- Prepare new business and renewal submissions (ACORD applications, risk narratives, photos, site diagrams, and loss runs). Submit them to carriers and/or Crane's Marketing Department. Follow up to insure timely responses, review quotations for accuracy, and coordinate with the producer and client.
- Perform all account transactions including applications, proposals, summaries, audits, endorsements, certificates, ID cards, binders, cancellations, follow-up and correspondence on assigned accounts using the agency's management system.
- Investigate insurance company non-renewals; manage the remarketing process with the insured. Keep the insured advised of developments throughout the process.
- Prepare proposals for delivery to the insured/prospect. Include coverage summaries and recommendations as needed to ensure client's understanding of the insurance program provided.
- Keep detailed and accurate documentation in agency management system to prevent E&O risks.

Qualified candidates must have complete knowledge of commercial insurance practices and procedures of an agency and the industry. An active Missouri Property & Casualty Producer's license in good standing is required.

Candidates must be customer focused and possess a friendly, positive attitude with a willingness to help others. Excellent prioritization, verbal and written communication, professional telephone manner, attention to detail and follow up is required. Candidates must contain effective problem-solving techniques with the ability to multi-task in a fast-paced environment.

About us: At Crane, we understand the needs of our clients because our organization was built by business owners and families just like you. We help our clients prepare for uncertainty by providing the types of insurance products needed to meet your business and personal needs. We also offer a wealth of value-added resources including Risk Management, Claims Consulting, Bonds and Employee Benefits Consulting. Crane has over 275 employees who are driven to be the best in our industry. Through innovation & technology, we strive daily to exceed customer expectations with service that is responsive and reliable. We value long term relationships with our clients, our employees, and the communities we serve. Founded in 1885, Crane has witnessed the turning of two centuries and continues to thrive today by helping protect what matters most. To find out more about Crane Agency, please explore our website at www.craneagency.com.