



Title: Personal Lines Account Manager (P&C Insurance)

Location: Overland Park, KS

Job Description: **JOB SUMMARY**

The Account Manager is responsible for managing the day-to-day processes of customer accounts. They will review renewals in advance and re-market existing accounts. The Account Manager works with company representatives to obtain information and quotes from the carrier to present to customers.

We do not accept resume submissions from third-party recruiters or staffing agencies. Please contact our recruiting team directly.

JOB DUTIES:

- Serves as the primary point of contact for clients and carriers regarding insurance coverage, billing, claims or administrative problems.
- Updates applications and renewal information as needed to reflect changes during the policy year.
- Submit applications to carrier and complete remarketing quotes in PL Rater or carrier quoting systems.
- Reviews quotes to verify coverages are as requested and match applications submitted. Resolves any discrepancies directly with the underwriter and communicates final quote results to clients.
- Create Evidence of Insurance reflecting current coverage for new business policies, renewals and as needed throughout the policy year based on changes to coverage.
- Assist clients with claim reporting and facilitate prompt response from carriers.
- Complete other tasks as requested by clients—such as premium breakdowns and summaries as needed.

REQUIRED EXPERIENCE/QUALIFICATIONS:

- Minimum of 3 years insurance experience
- Property & Casualty Insurance Agents License in Kansas & Missouri

- Ability to manage multiple tasks concurrently and handle highly detailed work with a great degree of accuracy
- An ongoing effort to obtain professional designations such as CISR, CIC.

PREFERRED EXPERIENCE/QUALIFICATIONS:

- Flood Certification
- Understanding of Personal Insurance Products and usages
- Solid knowledge of Insurance rating and underwriting procedures
- Proficiency in AMS360 and/or MS Word, Excel and PowerPoint