



Commercial Lines Account Manager

Employment Type: Regular Full-Time

At Dyste Williams, we strive to be a trusted insurance advisor and advocate for our clients. Our experienced professionals are trusted to handle all insurance needs. Many of our seasoned insurance experts have more than 20 years of experience. We're passionate about keeping up with the latest insurance products and benefits and participate in continuing education. Dyste Williams employees adhere to the highest level of integrity which has been recognized throughout the community and the insurance industry. At Dyste Williams you are part of a successful and supportive team that seeks to meet our client's needs.

ACCOUNT MANAGER

Exceed Expectations! At Dyste Williams you are part of a successful and supportive team that strives to exceed our client's expectations about their insurance. As an Account Manager in the Commercial Lines Department you fulfill a critical role for your clients by helping to protect their business assets and future. At Dyste Williams you will work both independently and closely with a small team to manage your clients' insurance program, help them understand and identify their business exposures and make recommendations.

Primary Responsibilities Include:

- Demonstrate prompt client service that solves client issues effectively
- Promptly responds to routine requests for data and questions from clients, underwriters and internal staff
- Proactively assess the clients program, reviewing policies for accuracy and identify gaps for additional or alternate coverage based on client needs
- Analyzes, prioritizes and interprets information drawing accurate conclusions with minimal guidelines
- Quoting and remarketing accounts
- Proficiently maintain agency management system data for accuracy
- Provide clerical support in all aspects of client care. This includes such activities as reviewing binders, policies and endorsement for accuracy, maintaining files and creating documents such as proposals, binders/proofs and insurance summaries
- Occasionally may be asked to assist on special projects in other departments

Job Specific & Technical Skills & Competencies:

- Active Property & Casualty Insurance license
- Proficient in basic computing skills including Microsoft Office Suite
- Applied Epic or similar agency management system experience a plus
- Professional – Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments
- Quality – Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to ensure quality
- Ability to meet deadlines and coordinate complex tasks related to client interactions and policy management
- College degree preferred

Physical Requirements

- Operates standard office equipment
- Sitting (can stand at will)
- Ability to review policies and other documents
- Lifting up to 20 pounds (Possibly)

As the insurance market place changes, Dyste Williams reserves the right to make minor changes to this Job Description.