

Commercial Insurance Account Specialist (Central Valley)

We are a growing Commercial Insurance CSR outsourcing service. This is a unique opportunity for highly qualified individuals to work flexible hours in a professional industry.

We are seeking career minded, goal oriented commercial account managers to work with commercial insurance producers to manage a book of commercial accounts. You will be responsible for providing professional service on all aspects of commercial accounts. Assist in gathering new business and renewal information and act as back up on marketing of applications and securing additional information.

Must have strong skills in multi-tasking, analyzing and prioritizing various jobs. Knowledge of insurance management systems, be proficient in Microsoft Word, Excel, Power Point and Outlook. Must have knowledge of Property and Casualty insurance products, services and markets with excellent communication skills.

In this position you will:

- * Evaluate and select the placement of business with appropriate markets.
- * Provide customer service to policyholders and agents with coverage and billing issues, policy adjustments and endorsements, and underwriting inquiries.
- * Be a liaison between companies and brokers.

MINIMUM QUALIFICATIONS

- * Minimum five years of experience in Commercial Lines account handling.
- * Property & Casualty license is A MUST.
- * Ability to participate in continuing education for the maintenance of insurance license and personal development.
- * Excellent customer service skills including the ability to communicate effectively by phone or email.
- * Ability to work with minimal direction or assistance.
- * Proficient in use of personal computers including a strong understanding of Internet usage and the ability to quickly learn various software programs.
- * Experience working in a paperless environment.
- * Excellent oral and written English communication skills. Must be results-oriented with a strong sense of urgency and accuracy and demonstrate a "can-do" attitude by taking initiative, being enthusiastic, flexible, and dependable.
- * Must be very reliable and punctual.
- * Excellent ability to interact effectively and positively with carrier representatives and individuals at all levels of the organization.
- * Strong organizational skills as demonstrated by the ability to work on several tasks at once with frequent interruptions while meeting sensitive time frames.

* A desire to uphold and embody the corporate values of integrity, leadership, teamwork, respect, professionalism, and stability.

The ideal candidate will be readily adaptable to change and direction, able to juggle multiple priorities and meet tight deadlines with an unwavering commitment to delivering excellence. This position offers a high level of responsibility and requires insurance industry experience with the ability to successfully and efficiently manage a high volume of workload. Exceptional problem solving and communication skills are essential.

This is a unique work opportunity; you will be working with insurance agencies throughout the United States. We offer competitive compensation and a flexible work schedule.

ONLY APPLY IF YOU HAVE YOUR PROPERTY & CASUALTY LICENSE

Please email your resume with salary requirement to:
info@virtualinsuranceservice.com