



## JOB DESCRIPTION

### **Commercial Lines Insurance Account Manager**

Glenwood Insurance Agency

#### **Requirements**

- High school or equivalent (Preferred)
- Property and Casualty Insurance License

#### **Full Job Description**

Since 1911 we have provided our clients with peace of mind. Glenwood Insurance Agency is looking for a full-time Commercial Insurance Account Manager. This position will service a diverse group of clients. If you are driven to provide the best solutions and services to your clients, we encourage you to apply.

#### **Responsibilities**

- Serves as the day to day contact for all client requests within a book of business
- Develop and maintain key client and carrier relationships
- Provide outstanding customer service and teamwork
- Complete applications as required
- Receives quotes, reviews for accuracy, and desired terms, coverages, and pricing
- Manage account renewals; follow up with renewal underwriters
- Performs certificate of insurance requests, basic contract reviews, policy endorsements, and resolving coverage and premium discrepancies

## **Competencies**

- Technical Capability
- Time Management
- Organizational Skills
- Communication Proficiency
- Teamwork
- Ethical Conduct
- Self-Motivated

### **This is an in-office position.**

We offer our employees great benefits, competitive salaries, and a family-focused work culture. This position is an opportunity for your strengths and experience to shine. If this position is a fit for you, and you would like to be a part of a dedicated and innovative group of people, please apply.

### **Job Type: Full-time, Permanent**

**Salary: \$24.00 - \$39.50 per hour**

### **Benefits**

- 401(k)
- Dental insurance
- Disability insurance
- Health insurance
- Paid time off
- Vision insurance

### **Weekly day range**

- Monday to Friday

### **Work setting**

- In-person
- Office

**Experience**

- Commercial Lines Account Manager: 3 years (Preferred)

**License/Certification**

- Property & Casualty Insurance License (Required)

**Ability to Relocate**

- Glenwood Springs, CO 81601: Relocate before starting work (Required)

**Work Location: In person**