

Job Description for: Commercial Account Executive

REPORTING TO:

Team Leader

STATUS:

Exempt

GENERAL DESCRIPTION:

The Commercial Account Executive assumes the responsibility for the after-the-sale management of a distinct group of accounts including the agency relationship, expansion of coverage for the accounts and account retention. Also, works with Sales Executives in the development of new business opportunities.

MAJOR RESPONSIBILITIES:

- Service accounts during the year with the assistance of Account Managers.
- Coordinate the renewal process for all clients with the Sales Executives and Account Managers.
- Deliver renewal proposals as appropriate.
- Provides technical support to Sales Executive(s); specifically in analyzing client needs, coverage forms and quotations for new business.
- Meet with prospects along with Sales Executives to assess insurance needs.
- Works with Marketing or Account Manager in completing applications necessary to meet prospect needs and market the account to appropriate carriers.
- Attend sales presentations along with Sales Executives to prospects and obtain orders to bind coverage.
- Actively participate in industry and/or civic organizations that increase networking opportunities and enhance sales related relationships.
- Create cross-sell opportunities for all divisional products.

REQUIREMENTS:

- College degree (BA or BS) and at least 3 years of P&C insurance experience in sales, marketing, underwriting or customer service.
- Excellent oral and written communication skills.
- Excellent computer skills.
- Property/Casualty Agents and Brokers licenses required.