

Commercial Lines - Account Manager

RiskPoint Insurance Advisors

About Us:

RiskPoint Insurance Advisors is a premier provider of personal and business insurance solutions. With offices in Portland, OR and Seattle, WA, our team is made up of skilled individuals with extensive experience in providing insurance and consulting services to businesses throughout the United States. We are passionate about helping our clients achieve their goals every single day and strive to be their go-to-resource when it comes to insurance needs.

The Role:

We are seeking an Account Manager who shares our same passion and is ready to grow with our business needs. In this role, you can expect to:

- Act as a team member in assisting the Producers in the selling and maintenance of Commercial Lines accounts.
- Assist Producers with new business marketing process. This may include completing applications, marketing the submissions, carrier online rating, creating proposals, new policy set up, billings and binders. Communicate with prospects for any missing information.
- Responsible for the renewal process on existing accounts. This may include producing summaries of insurance, customer visits, completing applications, marketing, proposals, billings and binders. Communicate with clients for any missing information.
- Account Development. In addition to new business, familiarize oneself with other lines the agency could write. Work with other department personnel to accomplish this.
- Other duties may include certificates of insurance, binders, requesting endorsements, follow up on underwriting requests from companies, follow up on service requests from customers (billing questions, cancellation requests, auto ID cards, etc), quality checking policies and endorsements.
- Use the Applied Epic system to maintain a current suspense system, by use of Activities and to document all transactions and communications.

The ideal candidate will hold a current Property and Casualty Producer license for the state of Oregon and have five or more years of insurance or business-related experience. He/she must possess above average computer knowledge/skills. The ability to demonstrate independent decision-making, time management and accuracy in processing transactions is a must.

Why RiskPoint:

Below are just a few of the many reasons you should consider a career with RiskPoint:

- **Rewarding career advancement:** As a fast growth company, we offer an ideal launchpad for talented, driven individuals who seek a challenging and rewarding career in the insurance industry.
- **Competitive compensation and benefits:** RiskPoint offers a comprehensive benefits and compensation package, which includes employer-paid medical, dental, vision, life and long-

term disability coverage and a 401(k) match. In addition, most positions accommodate some degree of remote work.

- **Fulfilling mission:** We exist to help others protect the people and things they love.

To review the full job description and find out more about RiskPoint Insurance Advisors, please visit our website at www.RiskPointIns.com.

How to Apply:

Does the Account Manager role sound like the perfect match for your skillset? We would love the opportunity to review your resume for consideration. Please apply online at:

<https://hats.totalcsr.com/apply/a025w00000wC3lwAAK>