

## Personal Lines Account Manager

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Cragin & Pike, one of the most established, independent insurance agencies in Las Vegas is hiring a full-time **Personal Lines Account Manager**. If you are an experienced personal lines professional, with at least five years of personal insurance experience and/or a combination of personal and commercial lines experience, please apply.

Our **Personal Lines Account Manager** builds positive relationships with clients, carriers and fellow team members while servicing personal lines accounts.

This position requires:

- Knowledge of all lines of personal insurance and experience rating and servicing accounts. This includes expertise in underwriting practices and procedures and knowledge of coverages.
- Ability to quote and propose new and/or current accounts for producers.
- Experience working with high net worth clients preferred.
- Experience using an Applied agency management system preferred.
- Ability to prepare presentations using software such as PowerPoint or Prezi.
- Excellent customer service, interpersonal and communication skills, telephone etiquette, and follow up and follow through.
- Must be a team player with the ability to work independently, prioritize and manage workload, and identify and act upon urgent tasks.
- Proficient in the use of technology and software such as Excel, Word, etc.
- Experience working with various office equipment and systems including computer, copy machines, scanners, etc.
- Typing speed of 45-50 words per minute.
- The possession of a current Nevada Property, Casualty & Surety license.

Our company offers a great benefits package including health, vision, dental, company-paid disability and life insurance, flexible spending accounts, competitive pay, profit sharing and paid time off.

We are an Equal Opportunity Employer/Affirmative Action Employer, M/F/D/V. We participate in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee to confirm work authorization.