

Commercial Lines Account Assistant

Cragin & Pike is one of Las Vegas' most established, independent insurance agencies and we're hiring a full-time **Commercial Lines Account Assistant**.

What will you do as a Commercial Lines Account Assistant?

You will work directly with our Commercial Lines Account Managers and Sales teams to provide administrative support. In this role, you will prepare certificates for clients, maintain customer files in our agency management system, create and revise documents needed for account renewals and client communications and perform mass mailings.

What experience do you need to succeed in this role?

Those with previous experience in Property & Casualty insurance and a current Nevada Producer License will be ideally suited to hit the ground running. Those who don't have their license just yet but have worked with Property & Casualty insurance are also encouraged to apply - we will help you get your license.

If you thrive in a role where you get to wear multiple hats and every day is different, this is the role for you. This role is also ideal for people who enjoy being part of a larger team while having complete accountability for your "piece of the puzzle".

This role will give you an opportunity to excel if you are naturally inclined to make sure all the details are correct and have strong communication skills (verbal and written). We operate in a highly energized and collaborative environment where we are focused on not only meeting, but exceeding, our client's expectations at every turn. If you naturally look for ways to make someone's day by going above and beyond, you will fit right in with the rest of our Cragin & Pike team.

Why join Cragin & Pike?

For 110 years, we've been serving the Vegas valley with an extraordinary commitment to service and relationships which are built on our reliability as a company and the trust we have with our clients and staff.

This role is a great opportunity for someone who is interested in a career in insurance where you can learn from the ground up. Cragin & Pike prides itself on providing a supportive work environment where everyone has a voice. We believe in investing in our staff and supporting their long-term growth and development in the insurance industry.

If this position has your attention, please send us your resume so we can chat!