



369 West Main Street, Ellsworth, WI 54011

POSITION

Insurance Account Executive

JOB DESCRIPTION

The Service Agency, an insurance company located in downtown Ellsworth, Wisconsin, is growing and we are looking to add a full-time Insurance Account Executive to help our busy firm with commercial insurance sales and support. You will have extensive contact with clients and prospective clients, so we need someone who can bring positive energy and a smile to work every day.

This is not an outside sales position, but a career opportunity for someone who wants to be focused on activities to secure new business and maintain excellent relations with existing clients.

You'll also be engaged with our team to support agency growth by identifying potential new market opportunities within our industry.

If you're detail oriented, able to juggle multiple tasks simultaneously, can manage projects with ease, and thrive in a family-centered team environment, you might be perfect for the job. Especially if you want to make a difference for not just months but years at the Service Agency.

GENERAL REQUIREMENTS

- High degree of professionalism;
- Basic bookkeeping skills recommended as position will entail billing, management of client's payroll for premium reviews and assigned book work from agency principal;
- Customer service experience;
- Strong people skills;

- Resourceful;
- Self-motivated;
- Quick learner;
- Thrives in fast-paced environment;
- Detail oriented;
- Able to multi-task without impacting work quality;
- Outstanding written and verbal communication skills;
- Ability to work on a deadline;
- Excellent follow through;
- Keen organizational skills;
- Proficient in Microsoft Office Suite; and
- A positive, friendly, respectful attitude is a must.

JOB RESPONSIBILITIES

- Maintain and build customer relationships;
- Service assigned book of business;
- Customize insurance plans suitable for our clients;
- Focus on assisting team with increasing/retaining business for agency;
- Process new and renewal applications;
- Work with our carriers to support market penetration of niche markets;
- Handle policy changes, issues and review client's renewals, offering recommendations to clients based on needs and exposures;
- Work with underwriting to quote, underwrite and process applications;
- Work with agency management system to maintain detailed records, communications and processing of claims, applications, audits, binders, endorsements or other insurance information; and
- Help promote our products with social media, community events and other marketing programs.

EDUCATION & CERTIFICATIONS

- Three (3) years of relevant experience required;
- Two-year associate degree in business, communications or marketing recommended; and
- Knowledge of insurance industry a plus; property and casualty insurance license recommended but not required.

SALARY & BENEFITS

- Contact Kris at the Service Agency for details on compensation.
krisf@theserviceagency.com 715-273-3939