

You want to succeed. We want to succeed. Let's do it together.

Commercial Lines Account Manager

Position Location: Alexandria, LA

Pay Type: Full-Time

How to Apply: [Click here to submit your application](#), or send your resume to Abby Simpson, abby.simpson@bxsi.com.

Do you want a **CAREER** with a company that values their employees as well as the communities that they are in? At BXS Insurance, we are more than just a work place. We are a company that prides itself on values and the people that we employ. If you're a career-minded, motivated and determined individual, then look for a career with a growing company that invests in and rewards its talent, that prioritizes internal relationships to create mutual success, and that maintains a focus on the future to stay ahead of the game.

Primary Function:

The Commercial Lines Account Associate is responsible for providing technical support by maintaining accurate and updated policy information in client accounts, processing requested transactions, and performing administrative duties. All work is performed within agency standards and guidelines.

Primary Responsibilities:

- Assists Account Managers in providing exceptional service to clients by completing assigned tasks in a timely and accurate manner.
- Processes endorsements, audits, company requests for additional information and checks new and renewal policies for accuracy.
- Maintains accurate and up-to-date data in agency management system according to agency workflows.
- Interacts with others effectively and professionally by utilizing good communications skills, cooperating purposefully, and providing information and guidance, as needed, to achieve the business goals of the agency.
- Positively represents the department to clients, colleagues and the community by projecting a professional image in communications, behavior and appearance

Qualifications:

Education/Designations

High school diploma or equivalent

Skill Requirements

Experience and proficiency using Microsoft Word and Excel

Excellent verbal and written communication skills

Ability to work with numbers including basic calculations

Organizational and time management skills

Ability to work in a team environment

Self-starter with the ability to be flexible

Detail oriented