



**Position: Full time**

## **Commercial Lines – Account Manager**

Insurance Agency, Inc. is seeking an experienced, talented and driven Account Manager to join our Commercial Lines team in our Elk Grove Village location.

Our Commercial Lines Account Managers are responsible for providing prompt, accurate, and courteous first line support in the daily servicing of existing and prospective clients. The Commercial Lines Account Manager assumes full responsibility for the administration of new and existing accounts under minimal supervision.

Administration includes processing new and renewal policies, endorsements, cancellations, audits, recommendations, and loss runs.

Our Account Managers are expected to effectively communicate all aspects of client accounts and service requirements with the Client, Producer, Carriers, and other department members as required.

### **Requirements:**

- Illinois Property and Casualty License.
- Associate degree or equivalent industry experience and/or education
- 2+ years of experience with Commercial Lines and working knowledge of insurance coverage and carrier products.
- Self-confident, self-starter with the ability to maintain a positive work atmosphere and effectively communicate (both verbally and in writing) with clients, producers, coworkers, and management.
- Strong time-management and organizational skills with high sense of urgency and the ability to work well under pressure.
- Analytical ability; calculate figures and amounts such as commissions, percent change and volume.
- Ability to solve practical problem and deal with a variety of situation where only limited standardization exists.
- Strong computer skills and understanding of Microsoft Office, EPIC, and other technology tools.



### **ABOUT US**

We know that our Agency's success is a direct result of our ability to deliver the right solutions and service to our clients, so we are committed to fostering a pro-education and results driven culture where our Agency mission is in harmony with the personal career goals of our Corkill Insurance team.

### **JOIN OUR AGENCY**

- Actively growing throughout Illinois and Wisconsin
- Sentinel of community philanthropy
- Exceptional benefits
- Friendly work environment

**Please email your resume and cover letter with salary history to:  
[HR@corkillinsurance.com](mailto:HR@corkillinsurance.com)**

*Corkill is an equal opportunity employer we do not discriminate in employment on account of race, color, religion, national origin, citizenship status, ancestry, age, gender, sexual orientation, marital status, disability, military status, or any other protected class.*