



## Commercial Lines Account Executive

Are you feeling: stagnant? underappreciated? a lack of upward mobility? We understand. We hear it all the time, just not from our employees. We don't have a company or customers without them as their development, recognition, and role in our firm is critically important.

We are looking for smart people with a strong work ethic who want to work for the fastest growing commercial insurance brokerage firm in Westchester County.

Our state of the art facility is located on the Hudson River waterfront in Irvington, NY. It's just 200 years from the Metro North Hudson line and may be just the place to jump start your career.

Our ideal candidate will possess the following attributes:

### **Experience:**

A minimum of five years commercial lines account experience within a commercial brokerage firm handling customer queries, account placement, and all requisite paperwork consistent with the position of a Commercial Lines Account Executive is preferred.

### **Job Responsibilities:**

This position will include all aspects of servicing and managing a diverse book of middle market commercial accounts (accounts generating premiums from \$50,000 up to approx \$1,000,000 – subject to change). You will be expected to perform but not limited to the following tasks from start to finish:

- Work directly with clients to maintain an active file and address all servicing needs
- Analyze for coverage gaps and make recommendations
- Maintain renewal lists and thoroughly review all renewals to check for coverage gaps and multi line opportunities
- Conduct renewal meetings with clients to help position their account
- Prepare and monitor submissions, proposals and summaries of insurance
- Communicate with underwriting for renewals, audit issues, carrier surveys, carrier

recommendations, & changes, etc.

- Enter policy data into our client management system
- Order loss runs for re-marketing accounts
- Expedite certificates of insurance for all as required (GL, WC, & NYS DBL)
- Run MVR's and update driver lists when required
- Process endorsements and issue evidence of property certificates
- Process and issue binders
- Become proficient with carrier web-sites for all servicing needs, including quoting, policy changes, billing, etc.
- Attend educational courses to enhance professional development

**Skill Set Required:**

**NYS Property and Casualty Brokers License**

- Excellent written & verbal communication skills
- Proficient with Excel & Word
- Highly organized
- Results oriented
- People person
- Team player
- Love of learning
- Committed to having fun in a collaborative team environment

**Compensation :**

Salary commensurate with experience as well as a yearly bonus opportunity available. Major Medical Benefits offered.

If you are interested in applying for the position please send all queries to [hr@metriskadvisory.com](mailto:hr@metriskadvisory.com). We will review your qualifications and will follow up with potential candidates for an initial phone interview.