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## Commercial Lines Account Manager - TORONTO

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Jones DesLauriers Insurance Management Inc. is currently seeking a Commercial Lines Account Manager to join the Toronto team. The successful candidate will have a minimum of 5 years experience in Commercial Lines, possess superior client-service skills; a hands-on attitude and a high degree of accuracy.

### Job Summary

The Account Manager provides superior service to internal and external associates to support the firm's growth and retention objectives.

### Major Responsibilities:

- Liases with clients and insurers on a regular basis, responding to inquiries and requests in a timely, professional and upbeat manner
- Supports the day-to-day operations of the team and assists in the daily maintenance of the existing portfolio
- Facilitates information gathering for submission process
- Utilizes Agency Manager to set up and maintain client account information
- Follows up for abeyances, adjustor assignments, claims opening/closing notices
- Reviews and issues Certificates of Insurance
- Prepares and maintains records, files, binders

### Education:

- RIBO license
- University degree or equivalent

### Experience & Qualifications:

- 5 years experience in Commercial Insurance
- Proficient in Agency Manager, CompuQuote, Microsoft Office
- Outstanding relationship building and client service
- Strong organizational, time management, prioritizing
- Attention to detail; problem solving skills
- Effective written and verbal communication

### CONTACT INFORMATION:

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