

Insurance Trust and Equinox has an immediate opening for a Personal Lines Account Manager.

For over 50 years, Insurance Trust and Equinox have been a premier provider of insurance products for credit unions throughout Maine and New England. We are a family-oriented team of 15 insurance professionals dedicated to providing competitive insurance coverage options for credit unions, their employees and their members.

Our personal lines team is focused on offering insurance products that protect the credit union members of Maine. We are committed to providing exceptional service. We would like someone who is willing to work with our current team and delve into commercial lines as well.

This position is based at the Insurance Trust office in Westbrook and may require some travel in the State of Maine.

Major Duties and Responsibilities:

- **Administer personal lines programs** – Process new business quotes, applications, renewals, changes, binders, ID cards, claims and client inquiries while maintaining our client management system (AMS360).
- **Communicate with insurance carriers, credit unions, and clients** – Act as a liaison between our carrier partners and clients to ensure smooth new business implementation, renewal of existing business and ongoing client servicing.
- **Maintain knowledge on all personal lines** – Includes current and potential product offerings, carrier and benefits comparisons, and product information research.

Qualifications:

- High school graduate with proficiency in Microsoft Office
- Property & Casualty license and 2+ years' experience in the Account Manager role
- Proficient in AMS360, PL Rating, and multiple carrier websites
- Knowledge of personal lines is a must and commercial lines is a plus
- Customer service experience in a professional, service focused environment
- Strong communication skills

Preferred Qualities:

- Committed/Passionate
- Reliable
- Positive
- Driven and Self-motivated
- Team-oriented
- Detail-oriented
- Humble
- Honest

Insurance Trust/Equinox offers competitive pay (\$42,000-\$45,000 plus incentive plan) and a comprehensive benefits package. Interested applicants should send a cover letter and resume to:

Elizabeth Ingram – eingram@insurancetrust.us or Insurance Trust, PO Box 1338, Portland, ME 04104