

NFP Property & Casualty Services, Inc. is expanding and growing in Maine!

We have the following position available in our Lewiston Maine location:

Personal Lines Account Manager

Job Summary:

- In house sales & service of all lines of Personal Insurance products for new and existing clients.
- Communicate verbally and in writing with clients, prospects, insurance company personnel and co-workers to make requests and answer inquiries.
- Assess client's needs, current coverages, and develop an insurance plan to meet each client's specific needs.
- Enter information into online rating system to obtain quotes from various insurance carriers.
- Present and sell insurance quotes to clients.
- Review current coverages, recommend new and additional coverages, and educate clients on insurance products
- Process applications, policies, renewals, endorsements, proof of insurance, ID cards and cancellations
- Follow up with clients for information, signed documents, and inspection recommendations
- Maintain client database in a paperless environment.
- Handle personal lines client phone calls, walk-ins, emails, faxes, etc for assigned accounts.
- Process client payments
- Other various duties as assigned

Qualification Requirements:

- High School graduate, college graduate preferred.
- Insurance product knowledge helpful, but not required, as long as you have a willingness to learn, and obtain a P&C License with 90 days
- Must be proficient in Microsoft Office programs
- Comfortable maneuvering around various internet websites
- The ability to interact with a variety of people and personalities diplomatically and professionally is a must.
- Excellent verbal and written communication skills are essential.
- The successful candidate will be highly organized with the ability to prioritize. They must have the ability to work independently and multi-task while paying attention to detail in a fast paced environment.

Benefits:

NFP offers a highly competitive compensation package with exceptional benefits, ongoing education, and potential for growth. Benefits include medical insurance, dental, vision, life insurance, short term disability, long term disability, 401(k) with match, flexible spending accounts, health savings accounts, and long term care.

To apply, please email your resume with a cover letter to: pam.edwards@nfp.com

