



Title - Personal Lines Account Executive

**Location** – Brewer/Old Town, ME 04412/04468

**Job type** – Full-time

**Job Description**

All Points Insurance is actively looking for a Personal Lines Account Executive that fits well within our team. You have a unique opportunity to join a group of very talented and experienced agents. We pride ourselves in low turnover and high retention. We are looking for an individual that appreciates stability and is looking for a long-term career in a very rewarding industry.

Our Account Managers provide service to clients' changing insurance needs by selling personal lines insurance products (such as home, auto, umbrella) as well as servicing existing accounts, reviewing coverage, increasing retention through account rounding, and upselling. Service duties include policy and endorsement issuance, customer and company correspondence, automated policy rating, and agency management system upkeep.

**Responsibilities and Requirements:**

- Service existing personal lines accounts. Gather information to provide a quality submission to carriers.
- Rate and verify policies for accuracy.
- Handle incoming personal lines calls.
- Market new accounts.
- Prepare proposals.
- Provide clients and/or companies with appropriate evidence of insurance.
- Ability to understand market conditions and suggest solutions.
- Working knowledge in insurance carrier internet rating programs.
- Current Property & Casualty License
- Proficiency with MS Office.
- AMS360 software proficiency preferred.
- Ability to work with internal and external clients at all levels.
- High degree of self-discipline and motivation.
- Ability to follow processes and procedures.
- Solution-driven problem-solving skills and proven analytical skills.
- Must possess the ability to work independently, applying education and professional experience to achieve outstanding results.
- Ability to understand and manage complex projects while working under tight schedules and deadlines.
- Effective, professional verbal and written communication skills.
- Demonstrates considerable tact, diplomacy, discretion, and judgment with the ability to build and maintain effective interpersonal relationships.
- A self-starter with an entrepreneurial approach and hands-on experience.

- Handles all client contacts (phone calls, walk-ins, email, etc.) and activities for assigned accounts and other accounts as needed
- Uses every contact as an opportunity to round the account and review coverages the insured needs; communicate those needs successfully
- Actively refers clients to All Points Insurance Commercial Lines for solicitation

All Points Insurance offers a comprehensive benefits package including group health, paid time off, retirement, competitive salary and an excellent work environment. The Personal Lines Account Executive position is a full-time position; normal business hours are Monday-Thursday, 8:30am-4:30pm and Friday, 8:30am-4:00pm.

Qualified candidates, please submit your resume and cover letter in either MS Word or PDF to Marc: [minman@allpointsagency.com](mailto:minman@allpointsagency.com).

Given candidate interest in this position, we may only be able to contact all qualified candidates. Thank you in advance for understanding.

Equal Employment Opportunity Statement: All Points Insurance and its subsidiaries provide equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, marital status, or status as a covered veteran in accordance with applicable federal, state and local laws.