



## **Insurance Account Manager – Property/Casualty Chester, NJ**

This opportunity is for someone that wants to go beyond US commercial insurance and take their professional development in Property/Casualty to the next level. You'll learn the ins and outs of the global market and multinational client base. As a key part of a team with no boundaries, and a flat management organization, you'll grow and advance your career well beyond what is possible in a purely US insurance market environment.

We are looking for someone who is ready for an exceptional opportunity. The Account Manager will be responsible for various administrative functions while also directly handling their own accounts. Minimum three years of experience in commercial lines, more is welcome. Strong communication, organizational, and customer service skills are highly valued. This is a very fast paced and creative operation and the ideal candidate will be flexible, willing to pitch in wherever needed, and be open to learning about insurance beyond our own borders.

Benefits include health insurance, life insurance, LTD, ADD, 401K, and PTO days along with standard holidays. Bilingual skills would be utilized, but not required.

### ***Job Description***

- Commitment to supporting Accounts and Relationships
- Learning and demonstrating understanding of Broker relationships and service requirements
- Handling of new and renewal business with a high level of local cultural awareness
- Handle enquiries, questions, and information requests

### ***Qualifications***

- 3+ years of relevant experience in Property & Casualty insurance
- Bachelor's degree preferred
- Must be able to pass state exam and obtain insurance license, if required
- Demonstrated understanding of insurance products and services
- Ability to manage workload with minimal supervision
- Critical attention to detail
- High level of proficiency in Microsoft Office
- Excellent written and verbal English

### ***Activities***

- Liaise with US and overseas brokers and carriers on placements
- Renewal Accounts - Completely review assigned P&C physical and electronic account files for information adequacy, outstanding items, correspondence, invoicing, accounting, and update account summaries; work with clients to correct any deficiencies identified.
- Follow our renewal procedures and guide each renewal through the process. Ensure that new business is added to the renewal register and maintain the associated documentation and lists.
- Maintain, track, and update status of new and renewal accounts; develop game plan with Manager to overcome any problems identified.
- Handle all routine communication on accounts with the relevant brokers, markets, and clients as required.

- Issue invoices for all accounts in a timely manner; coordinate regular follow-ups on outstanding invoices with Office Manager.
- Key Account Support - Take the lead service role and provide excellent service internally and externally for assigned accounts and customers.
- Prepare account summaries with local country info, profiles, and risk assessments.
- Complete updates of local country profiles.
- Track account revenue within specified timeframes.

### **Globex International Group Cornerstones**

- Globex was founded in 1993 – 25+ years in operation.
- Globex employees are from diverse backgrounds.
- Boutique firm specialized 100% in International Insurance with combined overseas experience of over 200 years.
- Daily interaction with different cultures, languages, time zones and currencies.
- Our business model is very focused, unique, and creative.
- Growth oriented – Every year the Group has grown and every year we have made a profit.
- Management is stable and supportive with no turnover for core team members.
- We handle all lines of business and touch virtually any industry.
- You'll be involved with brand name multinational programs from day one, including fortune 500 companies.

Job Type: Full-time

Experience:

- Microsoft Office: 1 year (Required)
- Insurance: 3 years (Required)
- Customer Service: 1 year (Preferred)

Education:

- Bachelor's (Preferred)

License:

- Property & Casualty (Preferred)

Work Location:

- One location

Management:

- Team Lead

***Those without insurance experience need not apply.***

Please direct any inquiries to Globex Human Resources:

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