

Personal Lines – Account Manager



Celebrating 45 years in 2020

Nelson Insurance Agency, Inc. - Louisville, KY 40299

We are a locally owned independent insurance agency located off I-64, at the Hurstbourne Parkway exit in Jeffersontown. In business since 1975 – please check out our website at www.nelsoninsurancegroup.com to learn more about us.

What we Offer-Benefits:

- Earned PTO days for vacation or sick time
- Available - Dental, Health, Vision, Life, & Disability Insurance
- Flexible Spending Account
- Simple IRA

Job duties include:

- Assist Personal Lines Clients with - billing questions and policy changes
- Interact with insurance companies and third parties regarding policy amendments or coverage questions
- Maintain client data and policy applications within the agency management system
- Quote all lines of Personal Insurance
- Process renewal policies and endorsements
- Agency-Billing as needed

Job Requirements:

- Computer Skills, with a knowledge of the Agency Management System – TAM
- Detail oriented
- Professional telephone skills
- Collaborate with agents and Insurance reps from a variety of companies
- High School diploma and/or GED requirement
- Ability to learn and navigate insurance company websites

Experience:

- Personal Lines Insurance - 2 years, preferred but not required

Job Type: Full-time; Monday-Friday 8:30-5

License: P&C Insurance, State issued license

Email your resume to – lauren@nelsoninsurancegroup.com

Nelson is an Equal Opportunity Employer and considers all qualified applicants regardless of race, gender, color, religion, national origin, age, sexual orientation, gender identity, disability, veteran status or other classification protected by law.