



LIGHTHOUSE POINT, FLORIDA

PERSONAL LINES ACCOUNT MANAGER

Bateman, Gordon & Sands, Inc. is an independent insurance agency founded in 1947 committed to helping our clients solve all insurance and risk issues and opportunities with our clients. We assess the business and personal insurance challenges of our clients with a team of qualified and experienced professionals to bring the right solutions for our clients.

We are committed to building long-term relationships with our clients and employees. We believe in working as a team supporting and mentoring each other in a positive, collaborative environment. We have a passion for helping individuals and businesses manage everyday risk, recover from unexpected life events and realize their dreams. Our employees work directly with the owner.

If you are detail oriented, organized, have solid verbal and written communications skills and believe that exceptional behavior creates exceptional results, then you have the tools that we are looking for to be a Bateman, Gordon & Sands team member.

We seek a Personal Lines Account Manager to obtain and retain the ideal Bateman, Gordon & Sands client.

This is a salaried, full-time position with benefits.

SCOPE AND RESPONSIBILITIES

- Quote and sell Personal Lines policies (home, flood, umbrella, auto, marine, etc.)
- Make coverage recommendations as indicated
- Provide oversight to our tech support personnel who perform all clerical duties related to coverage including processing of endorsements; checking policies and endorsements for agreement with initial application or request; invoicing agency bill renewals, endorsements and policies
- Maintain various suspense systems and conduct follow-up when appropriate
- Coordinate expirations so as to contact clients and obtain renewal information on assigned accounts in accordance with agency's timelines and procedures
- Market new and/or renewal business, compare quotes and conduct rate comparisons and make recommendations regarding placement of business
- Actively work toward achieving assigned new business sales goals
- Foster and seek relationships with teammates across all departments of Bateman, Gordon & Sands
- Attend training sessions, courses, to maintain up-to-date knowledge and skills
- Maintain strict client confidentiality

EXPERIENCE/SKILLS REQUIRED

- High school diploma or equivalent
- 3-5 years' experience as a Personal Lines Account Manager in the Florida market
- 2-20 License
- Proficiency in Microsoft Office 365
- Ability to read, write and speak in English
- Exceptional written and verbal communication skills
- Sagitta experience beneficial

ATTRIBUTES/CAPABILITIES/DESCRIPTORS

- Excellent people management and relationship skills. Ability to foster a cohesive, collaborative team
- Business skills in client management, business development
- Ability to manage multiple projects simultaneously
- Leadership skills in mentoring less experienced personnel, motivating staff, and working in a team-based environment
- Knowledge and relationships within the Florida insurance market
- Skills in delegation and time management

REWARDS/BENEFITS/COMPENATION

- Competitive Salary based on experience
- Opportunity for advancement and growth in the position
- Generous benefits package including health, dental, vision and short-term disability with a generous company contribution toward health insurance
- Flexible Spending Account for healthcare
- Company paid life insurance
- Company paid LTD/AD&D insurance
- 7 paid holidays annually
- 14 days paid time off annually with increases based on length of employment
- Staff events, lunches, happy hours provided by the company
- Company paid \$500 annual allowance for CE compliance or designations

TO APPLY:

Please email your resume and cover letter with "Personal Lines Account Manager" in the subject line to cbarnes@bgsagency.com. Qualified resumes with cover letter will receive notification of receipt.

Equal Opportunity Employer

BATEMAN, GORDON & SANDS, INC. maintains a strong policy of Equal Employment Opportunity (EEO) for all Employees and applicants for employment. It has been and will continue to be the policy of BATEMAN, GORDON & SANDS, INC. to be fair and impartial in all of its dealings with its Employees and applicants for employment and to base all employment-related decisions upon valid job-related factors, without regard for race, color, religion, sex, sexual orientation, national origin, age, marital status, disability or citizenship, as well as of the classifications protected by applicable state or local laws. Our Equal Employment Opportunity philosophy applies to all aspects of employment with BATEMAN, GORDON & SANDS, INC. including recruiting, hiring, training, transfer, promotion, job benefits, pay, dismissal and educational assistance.