About Us
At DSP Insurance Services, Inc. we are dedicated to delivering exceptional insurance solutions and building lasting relationships with our clients. We are seeking a motivated and knowledgeable Account Manager to join our Commercial Lines department.

Position Summary
As an Account Manager in Commercial Lines, you will balance customer service, administrative duties, and strategic planning to deliver comprehensive insurance solutions. You'll be responsible for managing a portfolio of client renewals, ensuring seamless service, and maintaining strong relationships with clients and carriers.

Key Responsibilities

- Manage a portfolio of commercial client renewals, providing ongoing support and advice.
- Market renewals, negotiate terms with carriers, and prepare/present renewal proposals.
- Review and address insurance provisions within client contracts, providing quotes and policy endorsements as needed.
- Assist clients with claims, ensuring an efficient and positive experience.
- Maintain accurate client records and documentation within agency systems.
- Collaborate with Producers, Customer Service Representatives, and Account Executives to deliver comprehensive services.
- Mentor and guide Customer Service Representatives, supporting their growth and development.
- Stay current with industry trends by participating in continuing education, training, and seminars.
- Adhere to all agency policies, procedures, and guidelines to ensure quality service and E&O prevention.
- Actively participate in team and department meetings.

Qualifications

- Bachelor’s degree in business, finance, or equivalent experience.
- 3+ years of experience in commercial lines insurance.
- Strong knowledge of commercial insurance products and markets.
- Proven negotiation and communication skills.
- Ability to build and maintain strong client relationships.
- Proficiency with insurance management software and Microsoft Office Suite.
- Commitment to professional development: Must hold or complete CISR or AINS designation.
- Valid P&C Insurance License.

Additional Attributes

- Strong written and verbal communication skills.

- Professional demeanor with the ability to maintain a positive attitude under pressure.
- Highly organized with the ability to manage multiple tasks and meet deadlines.
- Flexible and able to accommodate flextime or occasional overtime.
- Self-motivated and driven to excel in managing responsibilities independently.

Apply today to become part of a team that values Teamwork, Respect, Excellence and Integrity.