



Commercial Lines Account Manager

Congratulations on discovering the perfect opportunity to accelerate your career! Unlike many companies, PrimeGroup Insurance is prepared to offer you the chance to take your skills and abilities to the next level by granting you experience working in a challenging field with a fun and supportive environment. At PGI, you will be provided with the opportunity to work alongside some of the most knowledgeable and experienced individuals in the insurance industry!

About PGI

PrimeGroup Insurance (PGI) is a full-lines commercial insurance, employee benefits and personal insurance agency. PGI was founded in 1999 as a boutique agency specializing in workers compensation and employee benefits to meet the needs of clients transitioning to payroll services. Today, PGI is one of the fastest growing full service insurance agencies in the Southeast. Since 2010, we have acquired four established independent agencies and have more than doubled in size. PGI manages over \$50M in premium out of three main locations: Tampa, Palm Beach Gardens and Maitland but we write insurance throughout the country with a focus on Florida, Georgia and Texas.

Our mission is to consistently provide a full range of quality Commercial Insurance, Personal Insurance, and Employee Benefit products by coupling high speed processing and personalized service.

Our commitment is to deliver long-term value by offering excellence in both services and social responsibilities. Giving back is a driving force behind our organization and we view our employees as our biggest asset!

Built On Relationships

Clients - It's not about selling insurance - it's about making connections and getting involved in our client's businesses to fully understand their needs.

Community - Our team members are extremely supportive of our local communities. We believe it is our duty to give back to the community that has given so much to our business and our families.

Employee - Built on a foundation of family values and service, excellence is recognized and collaboration is celebrated. Our team is committed to working together like a family.

View Our Website: www.primegroupins.com



Job Opportunity

As part of our integral operation in Property and Casualty, this position assists the Producers in a variety of responsibilities including but not limited to; preparing applications for clients to submit to insurance carriers and servicing existing business.

Qualifications Requirements

- 220 License is required.
- High School diploma or GED.
- 5+ years of customer service experience in the insurance industry.
- PC skills with Word, Excel, & AMS (preferred).
- Strong time management and organizational skills.
- Hours 8:00 AM – 5 PM as the minimum requirement, willing to work extra hours when needed.
- Marketing new and renewal business.
- Gathering information from client to prepare coverage for new and renewal policies.
- Preparing applications for clients to submit to insurance carriers.
- Servicing P&C book of business.
- Responsible for endorsements, reviewing policies & inputting detail.
- Processing of cancellations; monitor cancellations for reinstatements.
- Processing of audits and dealing with audit disputes requiring actions.
- Capacity to participate and adhere to supervisory/accountability expectations.

Additional Requirements

- Excellent communication skills that reflect an ability to present and receive feedback in a positive and effective way.
- Willing to work honestly and diligently with all team members, supervisors and producers.
- Willingness and ability to hold yourself to the highest standards of professionalism.
- Set priorities and manage workflow to ensure efficient and accurate processing of transactions.
- Maintain a cordial & effective relationship with clients, co-workers, carriers, vendors, & others.
- Keep informed regarding industry information, new product information, legislation, coverage, and technology to continuously improve knowledge and performance.



Benefits Include

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| 401(k) Savings Plan | Bereavement Leave |
| Dental Insurance | Employee Assistance Program |
| Health Insurance | Paid Holidays |
| Jury Duty Leave | Life Insurance |
| Long Term Disability | Medical Insurance |
| Military Leave | Personal Leave |
| Vacation Benefits/PTO | Vision Care Insurance |

How to Apply

Visit www.primegroupins.com and complete our online application for employment. You can also fax your resume to 813-885-4311 or email your resume to HR@primegroupins.com

Thank you for your interest in employment at PrimeGroup Insurance!

