



## JOB POSTING NOTICE

**Position:** Personal Lines Account Manager

**Location:** Galyean – S.S.

**Hours:** Monday – Friday 8 AM – 5 PM

**Start Date:** ASAP

### Position Purpose:

The personal lines Account Manager works to effectively manage and renew current policies for the agency and quotes new business in the event a producer is not available.

.Additionally, the Account Manager works to develop existing accounts with additional lines of business and increased coverage.

### Requirements:

- High School diploma (or equivalency).
- Ability to read, write, and speak the English language; bilingual in Spanish a plus.
- Ability to work accurately under deadline situations and to adapt to a fast-paced environment.
- Ability to responds to customer requests with tact, diplomacy, and a sense of urgency
- Ability to handle multiple tasks within a prescribed time period and adapt to frequent or unexpected changes in work responsibilities or processes.
- Ability to communicate, solve problems, work in a group and promote cooperation within the group.
- Licensed and appointed to sell all New Business policies including AHIP Certification in compliance with CMS Regulations and the RXD annual certification.
- Ability to handle agency and customer transactions with a high level of confidentiality.
- Schedules are prepared based on business need and subject to change at any time. This may include the need for evenings, weekends, or holiday coverage.
- Ability to present a professional demeanor at all times.
- Attain full knowledge of insurance markets
- Ability to operate basic office software & equipment.

Qualified applicants should submit a resume online to [HR@Alliancebank.com](mailto:HR@Alliancebank.com) or by fax to 903/439-6793.

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