

Commercial Property & Casualty Account Representative

Work closely with Property & Casualty and personnel and Clients. Responsible for building client relationships by providing quality customer service to ensure retention of clients and solicit bids on new businesses, managing renewals, making presentations. Responsibility includes retention of new and renewal clients and maintaining a partnership with the group companies to support business development activities while upholding high service standards. In addition, the candidate must be highly organized, motivated, resourceful and a quick learner.

LOCATION

Torrance CA

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Set up renewal, marketing and prepare pre-renewal documents
- Manage book of business.
- Understand Client exposures and mitigate their losses
- Participate in client presentations, renewal marketing and the strategic planning process
- Interface with carrier underwriters/representatives and clients/prospective clients in order to ensure that we receive/deliver presentation materials complete and timely manner to ensure successful renewal performance.
- Update specifications on agency management system (AMS360)
- Good problem solving and time management skills
- Ability to work within a team and to foster teamwork
- Must be detail oriented
- Prepare and transmit invoices request to accounting staff
- Coordinate distribution of Broker of Records letters and collect new client documents
- Work with accounting to resolve client billing issues
- Update Summary of Insurance as appropriate

QUALIFICATIONS

- Minimum of two years of industry experience (broker or carrier side)
- Very strong communication skills - oral, written, phone and interpersonal skills with the ability to develop and build client relationships
- Strong analytical, organization and time management skills
- Ability to work as a team player
- Proficiency in MS Word, Excel and Outlook, and PowerPoint desired
- Have a valid Fire & Casualty license required
- College Degree or equivalent
- Experience Knowledge of Property & Casualty insurance
- Strong PC skills with the aptitude to learn new systems
- Experience in Agency Management systems (AMS360)
- Proficient with Excel/Microsoft Office/PowerPoint/Microsoft Outlook

LAUNGAGE

English/Japanese bilingual with emphasis on strong Japanese language capabilities. Must be able to read/write/speak business level Japanese

HOW TO APPLY

Please e-mail us your resume (employment inquiry only):
redachr@redacinc.com