



POSITION AVAILABLE IN KINGSTON, NY SENIOR COMMERCIAL LINES CSR

Position Title: Sr. Commercial Lines CSR

Reports to: CL Supervisor

PRIMARY FUNCTION:

Provide utmost service to clients by fulfilling major responsibilities as listed below. Support agency's growth objectives by account rounding, upgrading clients current policies and obtaining referrals for all departments. Senior member of the department who can be relied upon for their guidance and experience.

MAJOR RESPONSIBILITIES:

- Provide excellent service to our clients by promptly responding to their inquiries and addressing their needs for the products and services our agency provides.
- Make individual policy placement decisions based on the needs of the customer, our agency and the companies we represent.
- Review policy coverage and identify areas that need enhancement and upgrading.
- Underwrite risk situations to ensure that they meet our agency standards and those of the insurance companies we represent.
- Secure applications from Sales Executives or clients for all coverages, including price quotations and comparisons for the companies we represent.
- Manage all account transactions including endorsements, binders, cancellations, ID cards, and correspondence. Review policies for accuracy and completeness and update system in accordance with workflow procedures.

QUALIFICATIONS:

- High school diploma or equivalent required.
- Prior insurance experience in commercial lines of coverage, fundamental rating, and underwriting.
- Experience and knowledge of Microsoft Office programs.
- Experience with AMS 360 a plus.
- Appropriate state insurance licenses.
- Work effectively with others in a professional manner.
- Demonstrated ability to communicate effectively.
- High level of organizational ability and attention to detail.

Please submit your qualified resume to:

Marshall & Sterling Inc.
HR Department
110 Main Street
Poughkeepsie, NY 12601

or Email: hrdept@marshallsterling.com