



**CORCORAN & HAVLIN
INSURANCE GROUP**

COMMERCIAL LINES ACCOUNT MANAGER – Job Description

The Corcoran & Havlin Insurance Group, a division of Cross Insurance, is looking for an experienced Account Manager to join our talented Commercial Lines team in our Wellesley, MA headquarters.

Specific responsibilities include:

- Work to be the client's trusted advisor.
- Review and analyze commercial accounts for coverage, limits, etc., and make appropriate recommendations to clients.
- Gather information from clients and prepare applications for submission to the Marketing Department regarding new and/or renewal coverage.
- Prepare client proposals based on client's needs, rates and coverages.
- Prepare all transactions for assigned accounts, i.e. applications, certificates of insurance, invoices, forms.
- Nurture strong relationships with clients and insurance carrier representatives

Qualifications:

- Experience in commercial insurance. (3 year minimum)
- Thorough knowledge of commercial lines coverages and markets.
- MA Property & Casualty license.
- Experience with Microsoft Office products.
- Excellent organizational, interpersonal, communication skills and ability to work in a team environment.

Benefits offered:

- Competitive Salary & Bonus program
- Health Insurance
- Dental Insurance
- Opportunities for growth
- Paid Holidays
- Paid Time Off
- Healthcare spending or reimbursement accounts such as HSAs or FSAs
- Continuing Education and Tuition Assistance
- Life Insurance, Short and Long-Term Disability, 401K, AND more!

If you are interested in joining a growing organization and furthering your insurance career, please apply to the Corcoran & Havlin Insurance Group today.

Please send your resume to **Denise Donohue** at DDonohue@chinsurance.com