

The Plexus Groupe LLC

Job Title: Account Manager (Dallas)

SUMMARY

Handles the day-to-day administration, annual renewals, marketing of new and existing clients, and on-going customer service for an assigned book of business. Predominately works on larger accounts with groups of 1000+ lives.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Receives direction from Account Executive and works within the team to effectively manage book of business.
- Manage the day-to-day and annual issues of assigned clients, including annual marketing, proposal presentation, enrollment, on-going customer service and underwriting issues.
- Maintain high level of premium persistency with assigned book of business.
- Maintain high level of case persistency with assigned clients.
- Identify opportunities for new coverage's with assigned clients.
- Maintain professional and courteous relationship with assigned clients by meeting regularly to discuss current issues and expectations to service the account.

KNOWLEDGE SKILLS AND ABILITIES

- BA/BS required or at least 5 years of industry experience
- 3+ years carrier/broker experience required.
- Must possess excellent organizational skills.
- Must have, or be able to obtain within the first three months of hire, a Texas Insurance License.

- Advanced knowledge of computer and word processing programs such as Microsoft Office Programs (Word, Excel, Powerpoint Outlook).
- Ability to communicate clearly with others both verbally and written.
- Ability to work independently from others with little or no supervision.
- Prioritize and manage multiple daily tasks.
- Occasional Travel to client sites is required, primarily within the DFW area. Some out of town travel may occur.

Interested candidates should submit their resumes to:
humanresources@plexusgroupe.com