

PERSONAL LINES ACCOUNT MANAGER INSURANCE CUSTOMER SERVICE

- **Highest Salary in KC Metro**
- **Full Benefits**
- **Flex-Hours**
- **Professional Office Environment**
- **Convenient Location**

ABOUT THE OPPORTUNITY

As a Personal Lines Account Manager, you will oversee all aspects associated with servicing auto and home insurance clients from initial new business quoting, proposal creation, binding, policy issuance, account setup to year-round service support and renewal. This is not a sales position. Direct Independent Agency experience preferred.

HOW WE'LL HELP YOU SUCCEED & GROW

Maintaining a successful relationship with our clients requires our team to provide best-in-class service. We provide mentor-style training using proven methods and procedures to improve efficiency, reduce workloads and eliminate errors. Our web-based technology allows you to be more productive with less effort.

REQUIREMENTS

You *must* possess a fundamental desire to help people. The ideal candidate will demonstrate a high level of professionalism; possess the ability to work well in a fast-paced environment and the flexibility to easily adapt to changing priorities. You *must* maintain a valid Property & Casualty Insurance License in Kansas or Missouri.

ABOUT US

Bukaty Companies is a top ten, privately owned insurance agency in the Kansas City marketplace with a recognized history of success. We work with local business owners to develop customized insurance programs designed to preserve their companies when disaster strikes. Our range of products includes business insurance, employee benefits and retirement plans.

BUKATY INSURANCE AGENCY

www.bukatyagency.com

Join our growing team!

Contact: Shane Davis, VP Personal Lines

913-647-3978

sdavis@bukatyagency.com

BENEFITS

We provide extensive and ongoing training and mentoring with a seasoned leadership team. You will enjoy a positive and team-oriented work environment in a modern, high tech environment. We are a tight-knit community with strong family values and a vigorous entrepreneurial spirit. Members of our team have been with us for 15-20+ years and counting. We offer the opportunity to learn a diverse amount of industry information to build a career and move up quickly in the marketplace. We offer a competitive compensation package that includes a guaranteed base salary plus performance bonuses and excellent benefits.

Additional benefits of the Insurance Customer Service Representative role include:

- Medical, Dental and Vision
- Life Coverage
- Short term and Long-Term Disability
- 401(k) Retirement Plan
- Paid Holidays
- Paid Time Off
- Family focused atmosphere
- Even work/life balance
- Rewards and recognitions
- Company hosted events

ADDITIONAL REQUIREMENTS OF THE REPRESENTATIVE ROLE INCLUDE:

- Bachelor's degree or equivalent combination of training and work experience
- At least 3 years of experience in personal lines as an underwriter, agent or customer service representative
- Experience with an independent agency, *preferred*
- Kansas and Missouri Property & Casualty Insurance License
- Experience with online insurance software
- Proficient with AMS 360 Operating System, *a plus*
- Proficient in personal lines underwriting, coverage interpretation, coverage needs, competitive coverage comparison
- Proficient in preparing new business proposals
- Ability to provide complete accuracy and precision in documentation
- Professional appearance in dress, manner and demeanor
- Proficient with Microsoft software including Word, Excel and Outlook

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