

PERSONAL LINES ACCOUNT MANAGER

Forest Insurance in Forest Park is looking for a dynamic individual with a minimum two years of experience in personal lines (auto & home) insurance* to join us as a full-time **Personal Lines Account Manager**.

Sales duties include providing quotes for prospects (from referrals and direct mail), contacting current clients to increase retention, referrals and account round. NO cold calling required.

Service duties include policy and endorsement issuance; customer and company correspondence (phone, e-mail, fax); automated policy rating; agency management system (client database) upkeep.

Forest Insurance is an award-winning independent insurance agency specializing in the middle and upscale markets. We represent only A-rated (preferred) insurance companies, including: Andover, Chubb, Cincinnati, Encompass, Foremost Signature (f/k/a MetLife), Hanover, Mercury, Nationwide/Allied, Nationwide Private Client, Progressive, Safeco and Travelers. Since our founding in 1957, we have developed into the largest home & auto insurance agency in the Oak Park/River Forest/Forest Park area.

We boast an amazing staff of 16 (7 dedicated to personal lines), a professional & friendly office environment, the latest software, and a newer hardware/computer system. Our agency management system is Vertafore AMS 360; home/auto rating system is PL Rating; marketing system is Rocket Referrals.

- > Compensation: 60-75K (generous base, plus individual & team bonuses)
- > Educational incentives
- > 9 paid holidays, 15 personal days after 1 year - 20 days after 5 years
- > Group medical plan
- > Profit sharing & 401k
- > Life & long-term disability coverage
- > Insurance tuition payment
- > Professional office environment on vibrant Madison Street in Forest Park
- > Hours: Monday thru Friday 8:30 to 5:00
- > Summer hours available June - August

Good communication skills (written & oral), professional appearance and attitude, good keyboard skills, and a passion for success are required. Industry designations and license are a plus, but not necessary. Proficiency in Microsoft Windows/Office, Outlook, Word and Excel are desired.

*Would you describe yourself as a self-starter, with relationship building skills, great organizational skills, an aptitude for technology, and the ability to multi-task? If so, we may be able to waive the insurance experience!

If you meet these qualifications, please email your resume to Maria Jamroz at mjamroz@forestinsured.com or fax it to 708.689.8388. No phone calls please!