



We are seeking a Personal Lines Account Manager to become a part of our organization! You will efficiently manage and direct new and renewal personal lines business between Producer/Team to maintain and nurture new and existing client relationships.

**Responsibilities:**

- Market accounts for both new and renewal business
- Management of endorsements, FR-19 requests, correspondence, invoicing and billing
- Liaison with producer - expanding book as well as cross sell within existing book
- Review and maintain accuracy within client database system

**Qualifications:**

- Previous insurance experience (Personal Lines)
- TAM/Applied experience preferred
- Deadline and detail-oriented
- Excellent written and verbal communication skills
- Must have active P&C Maryland License
- Knowledge of Microsoft Office Products
- Fast paced and multi-tasking

**About Diversified Insurance Industries, Inc.:**

We are a company that crafts custom insurance packages based on a personal, diagnostic review of your lifestyle, risk and property, measured against short and long-term goals. Our clients trust us as their partner and adviser for over forty-eight years. We have earned this trust by developing plans that help our clients be more competitive. We provide the thoughtful, continuing coverage so business owners can spend their time running their businesses instead of dealing with the consequences of unanticipated risk. Our goal is to provide a clear and beneficial match between our clients' needs, their risk management choices and their insurance coverage. We are driven by integrity and performance. By understanding a business' total risk and asset environment, and responding quickly when you need us most, we've earned the trust of clients who want effective financial protection.

**You may apply to the following position below:**

[http://www.dii-ins.com/job\\_posts/account-manager-personal-lines/](http://www.dii-ins.com/job_posts/account-manager-personal-lines/)