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# Example of Commercial Lines Account Manager Job Description

Our company is growing rapidly and is looking to fill the role of commercial lines account manager. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for commercial lines account manager

* Creating proposals
* Assisting with client presentations
* Processing insurance applications/endorsements
* Assisting with claims processing
* Assisting clients with policy changes, questions
* Market quote, and assist team to place new and renewal risks
* Foster a positive and mutually supportive working environment, in order to provide the best possible client service and Producer support
* Troubleshoot problems with audits, accounts receivables, processing, coverage issues
* Review and analyze commercial accounts for coverage, limits, , and make appropriate recommendations to clients
* Prepare all transactions for assigned accounts, applications, certificates of insurance, invoices, forms

## Qualifications for commercial lines account manager

* Ability to effectively interact with underwriters and clients
* Attendance at carrier and client social functions to build network of relationships
* Ability to travel out of town, including overnight as needed
* Manage account documentation including ERM 14 forms
* Provides technical support to Sales Executive(s)
* Occasionally accompanies Sales Executive on prospect and client meetings as requested by Sales Executive