

After 16 years, Hays Companies continues to be one of the fastest growing privately owned full service brokerage firms in the U.S. We provide services in all major risk management and insurance coverage disciplines, employee benefits and retirement planning for businesses of all sizes. We strive to be the premier insurance brokerage, focused on building client partnerships. Our structure and entrepreneurial spirit allows us to make decisions based on what is best for each client.

We currently have a position open for a Property & Casualty Account Manager in our Plantation, Florida office. The ideal candidate is a motivated insurance professional with 5 years of large Florida property expertise and/or franchise auto dealership insurance experience. The Account Manager provides technical assistance in order for the client team to deliver consistent Service Excellence.

Primary responsibilities include:

- Collaborates in the development of a marketing plan to include creation of insurance specifications.
- Negotiates with underwriters on behalf of our clients to develop the best program.
- Creates insurance proposal to compare competitive insurance program options.
- Accurately prepares, processes, reviews and monitors various documents such as certificates of insurance, Auto ID cards, binders and Summary of Insurance, audits, endorsements, renewal information request forms, insurance specifications, proposals, etc. Ensures policies follow coverages as quoted, proposed and bound.
- Collects and analyzes client specification data, including Schedules of Values.
- Promptly responds to routine requests for data and questions from clients, underwriters and internal staff.
- Completes premium finance agreement requests and creates premium allocations as needed. Verifies accuracy of invoicing and handles accounting issues.
- Summarizes loss runs.
- Assists with new account development, including review of the account to explore possibility of uninsured or underinsured exposures.

Requirements:

- Large FL property expertise and/or franchise auto dealership insurance experience.
- 220 License
- Strong oral and written communication skills with a proven commitment to high quality customer service.
- Strong attention to detail.

- Strong time management skills and the ability to evaluate and prioritize multiple projects/tasks to maximize the number of internal and external clients that can be assisted while maintaining a high level of customer service.
- Demonstrates a sense of urgency and a proactive approach to meeting service requirements.
- Good keyboard and PC skills using word processing and spreadsheet software, familiarity with various software applications and the ability to learn new software systems.
- Ability to work in a team environment that is constantly changing.
- Must have a high school diploma or equivalent.

We are an equal opportunity employer.