



## COMMERCIAL LINES ASSISTANT ACCOUNT MANAGER

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**We protect Relationships. Every promise we make – and we mean every single one – is made on the belief that understanding is essential, trust is earned, and execution is everything. But above all else, Relationships Matter.**

Byars|Wright is “Where Relationships Matter”. We protect relationships - and that starts with our own. We are a family. We believe everyone needs a place to belong and someone to believe in them. While engaging employees and promoting a positive company culture, we also define a path that fuels the future and leads to success for each team member both professionally and personally. We challenge each other and are fierce competitors. In the end, **we WIN together.**

Our agency purpose is “**Build People, Protect Relationships.**” Living out that purpose includes identifying new team members. Our Relationship Development Team (RDT) relentlessly and proactively pursues our agency’s future talent, looking for those that will fit our culture and join the journey that is Byars|Wright. The RDT also leads the charge in training and positioning our employees to be successful.

At Byars|Wright you will gain a firm foundation of insurance and customer service knowledge by working closely with producers, mentors, and taking advantage of educational opportunities encouraged by our agency. Our leadership team takes an active role in your career growth by investing in your development with ongoing learning, coaching, and mentoring.

The Commercial Lines Assistant Account Manager role is responsible for assisting the Account Manager by helping to align our services to the business goals and objectives of our customers. This includes collaborating with account managers on new and renewal business, cross-selling, aiding customers with service needs, and making changes to existing accounts - all while being a true partner to the sales team to continually enable additional opportunities. Below are a few other responsibilities this role will assist with:

- Respond to clients’ needs by producing binders, certificates, policies, and other related items accurately and on time
- Inform and educate customers about coverages, exclusions, and exposures; then assist customers in making appropriate coverage changes
- Prepare proposals and applications, and also submit them to the insureds and carriers
- Explain audit procedures to clients and review interim reports for coverage adequacy
- Manage customer retention according to agency protocols
- Manage policy changes
- Update the agency management system with pertinent information
- Handle all phone calls and walk in activity by clients, carriers, or others
- Use every contact as an opportunity to round the account and review coverages the insured needs; communicate those needs successfully
- Actively refer clients to Life and Benefits Department and to Personal Lines
- Strive to make every endeavor effortless for our customers

\*\*The employee status for this position is classified as **Exempt.**

So - if you’re a dynamic thinker, detailed worker, and positive person with fervor for driving a top-notch customer experience and building exceptional, long lasting customer relationships, you may be a fit.