



Account Manager- Full time – 38 hours per week – negotiable based on experience (1 position open)

We are in search of an Account Manager with excellent communication skills that would be responsible for maintaining a sound relationship with assigned accounts. A teammate that would have excellent customer service skills, positive attitude, and an ability to multitask. The Account Manager has a full command of their accounts. This position serves as a direct resource to our clients and their employees.

- ♦ Communicates effectively both internally and externally, where applicable. Includes both written and verbal communication.
- ♦ Works well with customers/clients both internal and external, promotes a positive image of the company and department, strives to resolve issues raised by customers/clients.
- ♦ Honest, accountable, and maintains confidentiality.
- ♦ Takes action independently, seeks new opportunities, and strives to see projects to completion.
- ♦ Creative, offers innovative ideas and amenable to change.
- ♦ Builds strong relationships, is flexible/adaptable, works well with others, and solicits feedback.
- ♦ Understands the facets of job, aware of duties and responsibilities, and keeps job knowledge current.
- ♦ Strives to understand contributing factors, works to resolve complex situations.
- ♦ Manages workload, works efficiently, and meets goals and objectives.
- ♦ Strives to eliminate errors, accurate work is a priority, seeks opportunities to improve product/services
- ♦ Looks for opportunities to increase knowledge, works to increase responsibility, strives to achieve personal goals.
- ♦ Maintains insurance licenses and other pertinent requirements.
- ♦ Accountable to team, works to meet established deliverables, appreciates view of team members, and respectful. Maintains current understanding of technical process/equipment, uses technology to increase performance/productivity; effectively uses online tools and resources.
- ♦ Excellent written and verbal communication skills.
- ♦ Intermediate level work experience with Microsoft Office, Word, Excel Access, and Power Point software applications. Public Speaking and an ability to present benefits and compliance.
- ♦ Organized and neat.

No phone calls accepted.

Fax or email resume

- ♦ Fax to the attention of Patricia 252-753-5941
- ♦ Email to: ppierce@pierceins.com; tjb@pierceins.com

**EMPOWERING EMPLOYERS
STRENGTHENING EMPLOYEES**