

# DOUGHERTY INSURANCE AGENCY LLC

## **Account Manager – Dougherty Insurance Agency LLC**

Dougherty Insurance Agency LLC, founded in 2016, is an insurance brokerage providing commercial and personal lines insurance solutions and products to organizations and individuals nationwide. For more information on our company, visit our website at [www.doughertymarkets.com](http://www.doughertymarkets.com).

### **Position Description**

Dougherty Insurance Agency LLC is looking for a highly motivated and enthusiastic professional with an understanding of commercial lines insurance and use of agency management systems. This individual will be supporting our production and marketing staff in their servicing of our commercial clients and prospects.

### **Essential Duties and Responsibilities**

- Prepare marketing submissions for new and renewal business
- Support Marketing team in underwriting negotiations
- Prepare new business and renewal proposals
- Enter and maintain account data within agency management system (Applied EPIC)
- Support Producer &/or Client Executive in day to day servicing client accounts, including direct contact with clients
- Prepare and process binders of insurance, policies, and endorsements, certificates of insurance, audits, and cancellations
- Develop strong relationships with various company marketing representatives and underwriters
- Pursue insurance
- Develop strong relationships & trust with clients, producers, and fellow employees
- Develop and maintain strong technical knowledge of commercial lines coverage & rating
- Other duties as assigned by supervisor

### **Qualifications Required**

- Strong team collaboration skills
- Excellent verbal and written communication abilities
- Self-motivated and able to work independently
- Ability to consistently process transactions accurately
- Preferred knowledge of Applied Systems – EPIC , competent in use of Word, Excel, Outlook
- High School Diploma required; Advance Degree or equivalent career experience preferred
- Licensed Property and Casualty Agent in Minnesota required
- Two years of client service experience required

We offer a comprehensive benefits package for employees and their families including medical and dental plan; 401k plan including company matching; firm funded life and disability insurance.

Qualified candidates should submit their resume to [careers@doughertymarkets.com](mailto:careers@doughertymarkets.com) for consideration.

Equal Opportunity Employer Minorities/Women/Veterans/Disabled

**[www.doughertymarkets.com](http://www.doughertymarkets.com)**

90 South Seventh Street | Suite 4300 | Minneapolis, MN 55402 | Phone: 612.317.2000 | 800.227.0786