

**Mitchell, Reed & Schmitten Insurance, Cashmere Valley Bank**  
**Commercial Lines Account Manager**  
**Location: Wenatchee, WA**

Locally owned and operated insurance agency looking for a full-time motivated, well-qualified Commercial Lines Account Manager to join our team. This position is responsible for building and maintaining relationships while servicing commercial line accounts and working closely with our agents and various insurance companies in providing the best customer experience. A positive and friendly attitude is a must.

Washington State Insurance Producer License Preferred

**Requirements:**

- Excellent Verbal & Written Communication Skills
- Ability to Prioritize Tasks
- Ability to Work in a Team Setting as well as independently
- Excellent Organizational Skills
- Ability to Multi-Task
- Proactive in Problem Solving
- Self-Motivating
- Ability to Cross-Sell
- Ability to Meet Deadlines
- Dependable, Reliable & Trustworthy

**Responsibilities:**

- Work closely with our agents and various carriers to service commercial line accounts
- Build and maintain customer relationships
- Prepare proposals and complete applications to submit to appropriate carriers; ensure solid communication with underwriters
- Responsible for documenting, invoicing and billing on customer accounts
- Perform daily downloads
- Create policy breakdowns on large accounts
- Ability to understand and communicate coverages to clients
- Ensure accuracy on all policy renewals, endorsements, cancellations and audits

**Salary:**

DOE with competitive benefit package

**Send resumes to:**

Mitchell Reed and Schmitten Insurance  
124 E Penny Rd, Suite 101  
Wenatchee WA 98801  
Or email to: [jackie@mrandsins.com](mailto:jackie@mrandsins.com)

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