



## **JOB DESCRIPTION**

**Job Title:** Fairway Account Executive **Department:** Underwriting  
**Reports To:** Fairway Operations Supervisor **FLSA Status:** Exempt  
**Revised** November 2022

### **Summary/Objective**

The Fairway Account Executive is responsible for maintaining a positive working relationship with partner agents. This role will also process new business applications and bind orders, researching and resolving customer inquiries, and encouraging business growth opportunities.

### **Essential Functions**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Provide a workers' compensation experience that ensures peace of mind for all by listening with empathy, acting with compassion, doing the right thing, and succeeding through collaboration.
- Maintain an engaging work environment by acting and communicating in a manner that cultivates positivity and builds relationships with brokers, policyholders, customers, vendors, co-workers, and management.
- Accept, review and process new business applications within appropriate markets for quoting.
- Conduct inquiries to collect all pertinent information for effective evaluation and submission of new business opportunities.
- Respond to partner agents in a timely matter regarding pre- and post-sales issues, including quote revisions, billing, audit, BOR and endorsement inquiries.
- Communicate with partner agents throughout the submission and sales process.
- Process binding orders and ensure proper issuance of new business policies.
- Maintain proper and complete records and files.
- Research insurance regulations using online tools and public information sources.
- Adhere to and keep current of all company compliance and security policies and procedures.
- Work with other departments to meet company standards.

The above is a description of the ordinary duties of the position. It should be expected that from time-to-time other duties, both related and unrelated to the above, may be assigned and required.

### **Level of Responsibility**

Under general supervision, the Fairway Account Executive makes decisions within the scope of the position by following established policies and procedures. The position makes contributions has a limited impact on revenue and requires a general level of concentration to complete tasks.

### **Supervisory Responsibility**

This position has no supervisory responsibilities.

### **Work Environment**

This job typically operates in a professional office environment with occasional exposure to light noise.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee will constantly operate a computer and other office productivity machinery, such as a telephone, calculator, copy machine, and computer printer. The person in this position needs to occasionally move about inside the office to access file cabinets, office machinery, etc., and occasionally lift up to 15 pounds.

**Position Type/Expected Hours of Work**

This is a full-time position. The typical work week is 35 hours. Typical office hours are 8:00am – 4:00pm.

**Travel**

No travel is expected for this position.

**Required Education and Experience**

- A bachelor's degree is preferred.
- At least 2 years of related work experience with direct insurance products, including commercial products with a focus on workers' compensation insurance.
- Must be able to work independently and organize and prioritize work.
- Exceptional communication skills, both verbal and written.
- Proficiency with Microsoft software, such as Outlook, Word, and Excel, is a must.
- Insurance licenses or designations are a plus.

*This job description is subject to change at any time.*

**Americans With Disabilities Act**

Associated Insurance Management, LLC (AIM, LLC) complies with all aspects of the Americans With Disabilities Act (ADA) and state disability laws. This means that we will not discriminate against qualified individuals with a disability in any phase of the employment relationship including application for employment, hiring, promotion and /or advancement opportunities, termination, compensation, training, and any other conditions or privileges of employment.