



**Description:** Commercial Property and Casualty Insurance Client Executive – Real Estate Practice

**Client Executive Job Purpose:** This position is responsible for managing client strategy of new & existing accounts for a commercial property and casualty insurance brokerage, with a specified focus on our rapidly growing real estate client portfolio.

**Client Executive Job Duties:**

- Oversight of client relationships & stewardship, with focus on creating and implementing risk management solutions in correlation with the Rhodes Client Team and Rhodes Way process.
- Leading team execution on servicing of accounts including marketing process, program creation and proposal, client service, and communication.
- Attend Client and Prospect meetings, orchestrate new and renewal business submissions and strategy meetings. Coordination of stewardship reports for large portfolio clients.
- Maintain client and policy information in the agency management system including policies and endorsements. Organizes team workflow to ensure efficient processing of correspondence, claims organization, and other activities related to a client's account.
- Initiate renewal reviews and re-marketing as appropriate, to provide the client with the optimal solution in the coverage of their assets. Responsibilities for client retention included.
- Acts as liaison between clients and insurance carriers to resolve service issues. May also negotiate with underwriters and carriers, as well as troubleshoots claims and billing issues.
- Key component in implementation of proprietary and developmental products and processes.

**Skills/Qualifications:**

- Commercial Lines experience, preferable focus on Real Estate risk management.
- Strong communication skills, from both an external client and internal team facing standpoint.
- Ability to work in a fast paced and dynamic growth environment.
- Must have excellent technical skills and the ability to learn agency automation system.
- Knowledge of Microsoft Office products including Word, Excel, and Outlook.
- Ability to thrive in a team and networking environment.
- Ability to understand policy forms and coverage descriptions required.
- Organizational skills required, including ability to manage people, processes, and procedures.
- High attention to detail essential.
- College Degree, P&C Agents License, and applicable continuing educational work preferred.

**Salary Range:** Dependent on Experience, Eligible for full Benefits Package

**About Rhodes:** Rhodes Risk Advisors is a property and casualty brokerage based in Atlanta, Georgia. We focus on delivering client centric services, implementing insurance programs custom tailored to fit our clients' needs, and reduce their total cost of risk. Our goal is to use the most innovative solutions to help reduce our clients' overall cost of risk management, improving their bottom-line revenue.