

# Holmes Murphy & Associates

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**Contact Person:** Erin Powell, *HR Specialist*

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**Address:** 3001 Westown Parkway  
West Des Moines, IA  
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**Phone:** 515-223-6891

**Company Website:** [www.holmesmurphy.com](http://www.holmesmurphy.com)

**Position Title:** Property Casualty Assistant Account Manager

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**Opportunity Location:** Peoria, IL

**Job Summary:**

Holmes Murphy & Associates is recruiting a highly dependable and motivated insurance professional to take on the role of Property Casualty Assistant Account Manager for our Professional Liability division in Peoria.

Responsibilities: Prepare certificates/binders, process endorsements, order/suspend policy changes, maintain/update computer records, and ensure policy accuracy. Provide effective customer service in a timely and professional manner, and develop client and carrier relationships.

Qualifications: Two years experience with professional liability insurance for architects, engineers and other design professionals preferred, but not required. An active Illinois Commercial Insurance Agent's license or the ability to acquire a license within 3 months of hire. Ability to use computer with proficient knowledge in associated Microsoft software programs (Word/Excel) and other agency management systems. Excellent verbal and written communication skills.

We offer a competitive benefit and salary package. Qualified applicants may apply at:

<https://home.eease.adp.com/recruit/?id=659131>

Or, for more information, log onto:

[www.holmesmurphy.com/careers](http://www.holmesmurphy.com/careers)

Pre-offer background checks required.

EOE

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\*If you are interested in applying for this position, you should email your resume to [Erin Powell](mailto:Erin.Powell@holmesmurphy.com)