



## Company Vision

RISE Association Management Group of companies is the best-in-class provider of property services for Texas homeowners' associations. Within our various brands and service offerings we offer a range of property services to condominium and townhome communities. Archer Risk Services offers risk and insurance services to community associations specializing in condominium and townhome communities. We are built specifically to solve the kinds of problems that face our condominium and townhomes association clients. We're thought leaders, innovators, and problem solvers. Whatever the issue: we have an expert under this roof who can solve it. We're a team of financial services professionals, facilities maintenance experts, risk managers, and business managers and we're looking for the next generation of problem solvers to join us and be a part of our rapid growth. We implement intelligent solutions, exceptional service, and the RISE way so that we can create a vibrant future and quality of life today. We connect community association, financial, and facility expertise with communities who need it. We are problem solvers and business managers who just happen to be in the business of community association management. Together, we will go far. Together, we RISE.

## Our Core Values:

- Precision, Preparation, and Organization (PPO)
- Honor Commitments
- Ownership
- Curiosity
- Partnership
- Find a Way (or make one)
- Inspiring Attitude
- Stewardship

## Job Description:

We're looking to hire an eager, curious, and effective **Commercial Associate Account Manager** who works under our brand Archer Risk Services.

As the **Commercial Associate Account Manager** (and unofficial Insurance Guru) with RISE/Archer, you'll function as our insured's **Associate Account Manager and Customer Service Specialist**. You'll also help our team by serving as our in-house



insurance expert, prepare applications and COIs/EOIs, audit policies and binders, prepare invoicing and premium finance agreements, work with lenders, process endorsements as needed while working directly with our community association clients. Someone best suited for this role should have a background in commercial property and casualty insurance, have been an account manager or assistant account manager, worked with both admitted and non-admitted markets, and processed claims for property and casualty policies before. This position will require frequent interaction with staff and clients.

**Core Responsibilities include but are not limited to:**

- Prepare COIs/EOIs and Lender Insurance Questionnaires
- Client Relationships and being their Trusted Advisor;
- Placing insurance coverage for community association clients including:
  - Researching risks to obtain necessary information for submission;
  - Preparation of ACORDS, supplementals, and other documents required for quoting;
  - Preparing and presenting proposals and comparisons;
- Claims Management and Advocacy
  - Filing Claims
- Invoicing and premium finance agreement preparation;

**Other Duties May Include:**

- Client support and service;
- Site visits and client meetings;
- Others as may be necessary;

**Required Characteristics:**

- Must share our core values.
- Must be reliable and dependable.
- Must enjoy finding and proposing solutions to problems.
- Must thrive in a fast pace, deadline-driven environment.
- Must be willing to self-learn in addition to on-the-job training.
- Must be comfortable with working on new and sometimes unfamiliar problems
- Must be self-motivated, proactive, detail-oriented, and a team player.



### **Required Skills, Knowledge, and Experience:**

- Extreme detail orientation and resourcefulness in finding information;
- At least 2 years of experience in Commercial Property and Casualty Insurance;
- At least 2 years of experience working with Habitational Coverages (hotels, apartments, condominiums);
- General understanding of:
  - Property and Casualty Coverage Forms
  - General Liability Coverages
  - Workers Compensation
  - Directors and Officers Liability Coverages
  - Crime and Employee Theft
  - Coaching and Development Techniques
- Strong Excel knowledge; Knowledge of other Microsoft Office products (Word, Excel, Outlook, etc.) at a proficient level; Strong computer skills with a proficiency in data entry, including 10-key. Working knowledge of AMS360.
- Professional communication skills (phone, interpersonal, written, verbal, etc.).

### **Education/Certification Requirements:**

- High school or equivalent, and;
- Texas General Lines Property and Casualty License;

### **Additional Information:**

- All your information will be kept confidential according to EEO guidelines.
- **FLSA Status:** Exempt
- **Status:** Full-Time
- **Hours:** Monday through Friday 8am to 5pm. Evenings and Weekends as required by demand.

### **Work Location:**

- 3131 Eastside St., Ste. 130



### **Physical Requirements:**

- Ability to lift up to 20 lbs;
- Majority of work schedule will be spent seated;
- 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 is regularly required to talk and hear. This position is active and requires standing, walking, and sitting all day. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

### **Typical Working Conditions:**

- Works primarily indoors.
- May be required to work any time of the day, evening, or night during the week and/or weekend.

### **Benefits:**

- 20 Days of PTO per Year + 9 Paid Holidays
- Group Health (75% ER Paid), Life & AD&D, Dental, Vision, Short Term Disability, et al;
- 401K

**Median Estimated Compensation for a Qualified Candidate: \$37,000 to \$43,000 per Year** (will vary depending on candidate's experience)