

Position: Personal Lines Account Manager

Location: Memphis, TN

Posted: 5/26/2026

Personal Lines Account Manager

Crye-Leike® Insurance Agency is seeking a **Personal Lines Account Manager** to become a part of our organization.

Come join our team in helping protect our customers against the unexpected, while developing your career.

Duties include:

- Work with clients on ways to enhance existing coverage
- Look for opportunities to add additional lines of coverage
- Encourage referrals from existing clients
- Work closely with producers on new business opportunities
- Attend, participate and report in department meetings and corporate initiatives, as requested.
- Attend carrier meetings as requested.
- Exercise independent decision making abilities relating to client analysis of coverage and recommending coverage needs, as appropriate.
- Provide administrative support on other tasks, such as assigned special projects and development of new ideas/services, as requested.
- Become proficient in the Agency Management System and Crye-Leike policies and procedures
- Take and/or attend webinars or classes as assigned to keep abreast of new products available for clients and acquire additional insurance knowledge and expertise, as opportunities occur.
- Mentor and train other Account Managers, if applicable.
- Perform other duties as assigned.

Requirements:

- Property & Casualty Insurance License required.
- A Minimum of 3 years experience in an independent insurance agency in the field of Property & Casualty Insurance and 3 years experience in customer service. Other combinations of work and/or experience will be considered.
- Effective, professional communication skills – oral, written and interpersonal with the ability to develop client relationships.
- Applied Systems EPIC agency management system proficiency is strongly preferred.
- High School Diploma or equivalent education and related training, Bachelor's Degree Preferred.
- Demonstrated proficiency in basic computer applications, such as Microsoft Office suite of software.
- High level of organizational ability, self discipline and motivation.
- Solution driven problem solving skills and analytical ability.
- Detail-oriented with the ability to work independently, applying education and experience to achieve outstanding results
- Demonstrate highest level technical and cognitive abilities to ensure accuracy and precision
- Team player with a strong work ethic
- Demonstrated success in overall customer service

About Crye-Leike® Insurance

We are a rapidly growing, well-established, full-service independent insurance agency that serves thousands of households across 7 states in the South and Mid-South. We currently have a home-based opening in Tennessee for a producer with a passion for helping protect the property and assets of our customers. Our unique business affiliation with Crye-Leike Realtors presents a great deal of opportunity with over 3,300 direct referral resources available to refer leads daily.

To Apply

<https://www.ziprecruiter.com/job/f1e1a1f7>

Crye-Leike® Insurance Agency is an Equal Opportunity Employer.