



Insurance Agent

Who You Are:

Join our team! Community Insurance Agency is looking for an insurance agent for the sale and service of property and casualty insurance. This individual will demonstrate good organization and time management skills in addition to sales and customer service. The new candidate will work within an existing book of property and casualty insurance business to quote/process changes and write new insurance policies. Ability to work in an office setting with small employee groups and manage multiple responsibilities is a must.

The agent position works directly with the customer for everything related to their insurance policy or policies. Every customer and every policy is important. You'll manage all types of client relationships while working with other agents and office staff to fulfill work requirements. You will effectively communicate with customers and insurance carriers about insurance policies, billings and claims. Attention to detail and good people skills are a must. The agent position has the most interaction with our customer base and frequently communicates with insurance carriers.

Who We Are:

Community Insurance Agency was established in 1963 as a multi-line independent insurance agency. Commercial, personal, life and crop insurance products are sold by the agency with over ten Property/Casualty companies represented and four crop insurance companies. We have offices in four communities; Coon Rapids, Audubon, Glidden and Jefferson. We work hard to maintain established customer relationships and offer exceptional service. The insurance industry is confusing to many and we pride ourselves on being able to help customers make informed decisions about their insurance needs. We offer flexibility for employees to maintain a healthy work/family balance. Community Insurance Agency is proud to be family owned.

DUTIES AND RESPONSIBILITIES AND EXPECTATIONS

- Familiarize herself/himself with existing customer base and be personable during customer interactions.
- Ability to follow up on new business leads and meet with prospective customers to evaluate insurance needs
- Attention to detail when reviewing or writing insurance policies
- Ability to use Microsoft Office products and learn agency management system (Applied Epic)
- Willingness to work outside of normal office hours if necessary
- Ability to work in an office setting at a computer screen for 7 to 8 hours per day
- Manage relationships with co-workers to provide a positive work environment
- Good telephone answering skills and etiquette
- Ability to understand insurance policies and pass exams for required state licenses
- Stay up-to-date on insurance topics and training
- Good organization skills and the ability to manage insurance quotes/policies/amendments with several different insurance carrier systems
- Self motivated and outgoing
- Other duties as assigned

QUALIFICATIONS

- Bachelor's degree not required. Agency will provide training as needed.
- Excellent communication, interpersonal, and public relation skills. Ability to understand a wide array of insurance topics and be able to effectively communicate with the public about those topics.
- Highly organized with the ability to work effectively on multiple projects at the same time and the ability to work both independently and as a team player.
- Comfortable with computer operations and Microsoft Office applications.
- Ability to travel using own vehicle if necessary (with reimbursement)

PREFERRED QUALIFICATIONS

- Prior experience as an insurance agent in Iowa
- Understanding of insurance policies, claims, and billing procedures
- Experience with Applied Epic

WORKSITE

- This position worksite will be full-time within Community Insurance Agency's office in Jefferson, IA

SALARY AND BENEFITS

- This position offers a full time salary determined at the point of hire based on qualifications. Partial employer paid health insurance with Wellmark BC/BS. 401k match, safe harbor and profit share.

SEND RESUMES OR INQUIRIES TO:

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