

Pharmacists Mutual has an opening for an Insurance Agent. This role will be responsible for sales and retention of sales and helping grow the organization through various marketing techniques.

### **Essential Functions**

Essential functions may include, but are not limited to the following:

- Directs independent agency multi-line insurance sales /service to businesses and individuals on behalf of insurance carriers.
- Produces and generates new business and sales through prospect lists, referrals, cross-sell lists, outbound calls, and soliciting expiration dates.
- Conducts policy reviews and update policies.
- Provides quality customer service and ensures file quality, timely coverage and needs analysis with detailed documentation supporting conversations and decisions.
- Attends meetings, seminars and programs as determined by the agency manager to learn about new products and services, improve sales skills, and receive continuing education credits.
- Inspects property, examining its general condition, prequalify new business risks, and communicate with and provide information to carrier personnel for proper risk assessment and placement.
- Obtains and provides information when claims are filed and monitor the claims to ensure they are settled equitably for the client and the insurer.
- Achieves or exceed set production goals.
- Portrays a professional image through proper appearance and actions.

### **Knowledge, Skills and Abilities**

- Thorough knowledge of principles and practices of insurance and sales.
- Ability to build relationships and influence others.
- Recognize questionable coverage or contract situations.
- Utilize sensitive information discreetly and objectively.
- Analyze complex issues and make critical decisions.
- Read, interpret and input data efficiently and accurately.
- Communicate effectively with others (oral and written).
- Correct English usage, spelling, grammar, vocabulary and punctuation.
- Follow oral and written directions.
- Work effectively with others in a team environment.
- Contribute effectively to the accomplishment of team or work unit goals, objectives and activities.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Ability to provide effective customer service.
- Ability to organize and prioritize work.
- Work independently and use initiative.
- Ability to handle multiple tasks at once.
- Meet definite deadlines and deal with pressure situations.
- Utilize computer and related software effectively.
- Must possess high level of self-discipline, energy, initiative, empathy, and persuasive drive.

### **Experience and Education Qualifications**

#### Insurance Agent

- High School Diploma or equivalent and 5 year of related experience; or
- Associate's Degree and 3 years of related experience; or
- Bachelor's Degree and 2 years of related experience; and
- Industry related certification

#### Special Requirements, Licenses and Certificates

- Must possess Property, Casualty, Life & Health licenses or obtain within 90 days of hire
- Must possess and maintain a valid driver's license

### **Preferred Qualifications**

- CIC, CPCU, or CLU Designation