

Laura Davis Insurance Agency, LLC

Associate Agent

HIRING energetic and friendly administrative professional! Full-time 40 hours a week position encompasses quoting, writing, and issuing new insurance policies along with appointment setting and cross-selling

MINIMUM REQUIREMENTS

- Pass Background Check
- Obtain State of AK Property & Casualty insurance license within 60 days of hire. (Employer will provide study materials and pay for first 2 tests of each license category).

NEEDED SKILLS & QUALIFICATIONS

- Friendly and professional in working with clients and other company personnel
 - Excellent oral, written, and telephone skills
 - Detail oriented and highly organized
 - Experience with office equipment (fax, printers, scanners, multi-line phone system) and strong computer –skills including a working knowledge of Microsoft products: Outlook, Excel, Word, Sharepoint, Teams, etc.
- ** Insurance background preferred and those already licensed will start at a higher pay scale!**

DUTIES AND RESPONSIBILITIES

- Call and collect detailed information on clients
- Quote, write, submit, and track new business for Property and Casualty insurance
- Schedule/Reschedule appointments for clients and prospects
- Customer service – explain changes, processes, and billing as needed
- Work with Corporate Office and Underwriting to discuss policy changes
- Cross-Selling
- Other office tasks as needed

HOURS

- 9am-5pm (hours are somewhat flexible) Monday through Friday

COMPENSATION

- Hourly- Starting at \$18/hour or more DOE. Raise upon completion of insurance license(s)
- 8 Paid Holidays per year
- Quarterly & Annual bonuses if agency goals are met
- Commission on life insurance policies written & paid (must be Life & Health licensed first)
- 2-week vacation earned pro-rata for first year and then reviewed at annual anniversaries
- 3% employer matched Retirement Plan once eligible

TO APPLY:

Email resume to laura.davis@countryfinancial.com or bring resume to office location

Laura Davis Insurance Agency, LLC dba COUNTRY Financial – Laura Davis
7926 Old Seward Hwy, Suite C2, Anchorage, AK 99518.



Equal Opportunity Employer