

**POSITION:** Insurance Agent

**LOCATION:** Winthrop/Twisp, WA

We have an opening for a full-time (37.5 hours/week) insurance agent to join our team! Your customer service experience will be a great fit with our culture of treating everyone - client and coworker alike - as the Very Important Person they are! Bring your team player mindset and drive to learn. You'll thrive in our community-focused culture with competitive pay, ongoing professional development, a flexible working environment, and caring and knowledgeable staff. We are so excited to meet you, apply to join us today!

**BENEFITS:**

- Bonuses
- Paid Time Off
- Paid Holidays
- Weekends Off
- Health Insurance
- Dental Insurance
- Vision Insurance
- Professional Development
- Property & Casualty Licensing Assistance
- Continuing Education Support

**RESPONSIBILITIES:**

- Write and quote personal line insurance policies.
- Explain the terms and conditions of policies, and outline coverage limits, deductibles, and premiums.
- Guide clients through the application and purchasing process.
- Issue insurance documentation, assist with payments, and update policies.
- Obtain and maintain accurate client information and documentation.
- Assist clients when submitting an insurance claim.
- Maintain knowledge of insurance products and underwriting trends.
- Foster strong relationships with clients to maintain client retention.

**QUALIFICATIONS:**

- Property & Casualty License preferred; licensing assistance provided.
- 5+ years of customer service experience required.
- 2+ years of working experience in the insurance industry or relevant experience.
- Strong computer and technical skills.
- A self-starter who can prioritize and multitask.
- Adept at problem-solving and critical thinking.
- Must be able to work on-site, not a remote position.