



Personal Insurance Advisor

We look for team members who embody our core values:

Professionalism | Team Player | Positive | Trust

POTENTIAL RESPONSIBILITIES

- ▶ Support Producer's sales efforts by handling accounts once bound.
- ▶ Support assigned Brokers prospecting with quoting and application submission.
- ▶ Perform annual review and risk exposure analysis of renewal policies for proper coverage, incorporating information obtain from client.
- ▶ Maintain AMS client files and ensure proper documentation, by processing all policies, endorsement changes, invoices, binders, certificates of insurance, documentation, activities, etc.; according to agency procedures, and within agency timelines.
- ▶ Maintain control of renewal expiration lists and binders.
- ▶ Respond to client inquiries, incoming email, mail, and company requests in accordance with agency guidelines.
- ▶ Review all items to be processed, to ensure items were received as ordered.
- ▶ Participate in courses from insurances/sales skills. Maintain current knowledge of underwriting requirement of carriers. Keep current with industry trends by reading appropriate journals and company bulletins.
- ▶ Participate in any special projects at management's request.

JOB REQUIREMENTS

Education: High school diploma or GED; college degree preferred.

Experience: Clerical and computer knowledge; experience in property & liability coverages preferred.

Licensure: Current Nebraska property and casualty insurance license.

Skills/Abilities:

- ▶ Demonstrate oral and written communication skills with the ability to effectively interact with all levels within the organization.
- ▶ Proven track record of successful client advocacy in a fast-paced environment, emphasizing attention to detail.
- ▶ Ability to follow up on activities from start to finish.
- ▶ Experience in delivering client-focused solutions based on customer needs.
- ▶ Proven ability to manage multiple projects at a time while paying strict attention to detail.

WHAT'S IN IT FOR YOU!

- ▶ **Hours** | 40 hours/week
 - ▶ **Opportunities** | Training and development support. We want to see you succeed.
 - ▶ **Fun** | We have a ping pong table, foosball and always have beer on tap.
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