

Amber Ramirez Insurance Agency, Inc. - Job Opening 6/20/2022

Office Administrator/Sales Trainee

Looking for a job change? Want to start a new career?

Full time position
9-6 Monday-Friday

Training and licensing available... to help further your career. On site agent for 1 on 1 training in addition to classes. Hourly + commission once licensed.

- Answer phones and greet walk in customers.
- Process payments and banking
- Documenting client files regarding action items, follow up of outstanding issues, and completed tasks.
- Complete applications as needed.
- Managing expiration/alert lists.
- Verify that Endorsements are accurate, prepare the invoice, transmit a signed copy to the client and close the file
- Gather and confirm information regarding new and renewal business through telephone and email contact with underwriters and clients.
- Establish and maintain positive and effective working relations with other Associates and clients.
- Proficient with Microsoft Office software (Word, Excel, and Outlook).
- Must pay high attention to detail.

Please email your resume to aramirez@farmersagent.com

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Licensed Insurance Producer

Our agency is looking for a Licensed Insurance Producer who is coachable, honest, and reliable. We're seeking someone who wants to make a positive impact on our community by being a consultant to our clientele and helping them. If you want to be a part of a driven team, then we would love to meet you!

About the position:

Insurance producer is responsible for engaging with new customers to grow sales territory through referrals, networking, and cross selling within the agency. Manage client relationships resulting in customer satisfaction and retention.

About Us:

The agency has been family owned and operated for over 50 years in Ramona. We offer competitive salaries for our licensed, Insurance Producers. This includes an hourly pay + commissions. Bonuses are achievable and given when the agency thrives and achieves them as well as an individual/personal bonus structure.

Leads provided

Ability to cross sell to existing customers

Opportunities for advancement

Growing agency

Mentorship offered

Conveniently located in downtown Ramona

Benefits:

- Salary plus Commissions
- Medical Insurance
- Sick and Vacation pay
- Bonuses available

Responsibilities:

- Be a team player to help the agency grow and enhance our customer experience.
- Continually learn and be organized and efficient.
- Help protect customers by offering insurance that will meet their needs.
- Conduct needs-based customer policy reviews and update coverages.
- Ensure a positive customer experience.
- Achieve sales goals through relationship building and referrals.

Requirements:

- Personal Lines License
- Bilingual (English/Spanish) a +
- Confident self-starter who works well independently.
- Excellent verbal and written communication/interpersonal skills.
- Maintain a positive and self-motivated attitude.
- Driven to fulfill customers' needs
- Schedule: Full-Time 9-6 M-F

This is not just a job.... It's a career! If interested, please email your resumes to aramirez@farmersagent.com