A local insurance agency providing auto, homeowners, renters, life, health, and business insurance is hiring a full-time **Insurance Account Representative** to join their passionate and busy team. The **Insurance Account Representative** provides excellent customer service and sales to clients, manages and nurtures customer relationships, and leads client communications.

Ideal candidates are good problem-solvers with excellent written and verbal communication skills and the ability to absorb and understand a great deal of information in a fast-paced environment.

Benefits include 100% paid medical and dental employee coverage, simple IRA with 3% employer match, paid time off, paid holidays, and continuous learning opportunities.

**Responsibilities:**

* Support client communications and keep track of all necessary documentation, paying close attention to any policy changes, important deadlines, and legal regulations.
* Accept and receive premium payments.  Make outbound calls to collect needed information or remind about premium payments.
* Make sales and marketing calls for auto, home, life and health insurance.
* Update policy changes on customer accounts and inform customers about policy changes.
* Provide clear answers to clients on coverage or billing questions to ensure full understanding.

**Qualifications:**

* High school diploma or GED and 2+ years of customer service experience.
* Active insurance license or willingness & ability to become licensed.
* Excellent MS Office and computer skills.

To apply please go to: <https://jobs.lever.co/kmaconsultingllc/c75e11ff-4e7c-4aa7-87f5-701656ab9a29?lever-origin=applied&lever-source%5B%5D=YCCC_Sponsored>

NO PHONE CALLS OR RECRUITERS, PLEASE

Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, sexual orientation, gender identity, national origin, disability, veteran status, familial status, domestic violence status, or any other status protected by law.