



We're Hiring a Personal & Commercial Lines Agent

POSITION OVERVIEW

The personal & commercial lines agent will promote sales of new and existing business. Through exemplary customer service skills, the personal & commercial lines agent will nurture new business leads and strengthen existing customer relationships. This position's responsibilities include frequent communication with prospects and customers, quoting and cross-selling, and insurance product knowledge.

DUTIES AND RESPONSIBILITIES

- Ensure customer service provided is consistent with the company's core vision.
- Quote and sell products in accordance with underwriting and rating procedures.
- Review and execute renewals, endorsements, cancellations, and payments according to company workflows.
- Maintain confidentiality of clients' personal information.
- Ensure communication and collaboration with coworkers is harmonious.
- Gain and maintain state insurance licensing through testing and continuing education.
- Other duties and responsibilities as needed.

EDUCATION AND EXPERIENCE:

- High School graduate or equivalent preferred
- Personal Lines Insurance License
- Competent in use of Word, Excel, and Outlook
- Applied Epic experience a plus

To apply, please submit a resume inside or email to info@fcisinsurance.com