



119 S. State St
Geneseo, IL 61254
(309) 944-5151

Job Description:

Personal Insurance Agent

General Description:

Servicing, retention, and rounding of personal insurance accounts. Ideal candidate will be an energetic self-starter, who works well in a highly automated, team environment.

Major Responsibilities:

- Service
 - Greet visitors to the office in a professional and friendly manner
 - Provide quotes for new policies with a consultative approach
 - Order and process customer change requests in a helpful and timely manner
 - Assist clients with reporting claims and understanding the process
- Retention
 - Proactively review customer policies, and follow through on commitments
- Account Rounding
 - Actively keep customers aware of new products available to them
 - Offer customers information regarding other services offered by Hanford Insurance
- Team Work
 - Maintain a courteous and effective relationship with clients, co-workers, carriers, and other business contacts
- Professional Development
 - Committed to stay informed regarding insurance industry information

Requirements:

- Experience
 - 3 years of insurance or related experience in a highly automated environment
- Education
 - Associates or Bachelor's degree preferred, but not required
 - Professional designations preferred, but not required
 - Property & Casualty Insurance License
 - Proficient Computer and Phone Skills – Knowledge of Outlook, Word, and Excel

Compensation:

- This is a full-time salaried position. Offering a competitive salary, bonus, and benefits package based on prior experience and future potential.

Application:

- Please email your resume and cover letter to jamesm@hanford-ins.com and bradt@hanford-ins.com or drop it off in person to our office at 119 S State St – Geneseo, IL 61254
- Job posting expires 12/1/2015