

Company: Blue Valley Insurance Agencies

Position: Insurance Agent

Position Overview

This position is responsible for assisting clients in selecting insurance policies that best meet their needs, preferences, and budgets. Your main duties include creating client payment methods, recommending risk management strategies to clients, and providing policy proceeds after clients' submitted claims are approved.

Essential Job Functions

- Promote the insurance agency
- Network with potential customers
- Educate customers on insurance coverage and make recommendations based on their needs
- Evaluate current insurance policies and recommend additional coverage when needed
- Maintain all insurance documents in a confidential way

Other Necessary Skills:

- Sale Skills
- Communication – written and verbal
- Networking Abilities
- Analytical Skills
- Patience