

Kindel Insurance

CSR (Customer Service Representative) - *NO Degree Required*

Applicants for this position should have basic computer skills, be detail oriented, love working with people, be willing to learn and have a good record of attendance. Responsibilities of the CSR include, but are not limited to the following:

- Answering incoming calls and providing appropriate responses.
- Collecting and entering customer information.
- Updating customer policies as requested.
- Copying, faxing and scanning documents.
- Maintaining daily phone, mail and policy logs.
- Making daily deposits and managing daily mail.
- Corresponding with the agent daily about tasks.
- Light cleaning and maintenance of office space.

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Insurance Agent – *Business/Ag Business Degree*

Applicants for this position should have basic computer skills, be detail oriented, love working with people, be willing to learn and have a good record of attendance. As an Agent you must also be willing to go above and beyond to provide superior service to your customers. Responsibilities include, but are not limited to the following.

- Obtaining and maintaining a State of Kansas Insurance License.
- Attending in person and online training sessions for multiple insurance companies.
- Meeting with customers at their homes potentially outside of regular working hours.
- Writing quotes for auto, home, commercial and farm policies.
- Learn and be able to complete all the duties of the CSR in their absence.
- Knowledge of farming is preferred.