



Job Title:	Client Account Assistant	Job Category:	Administrative
Location:	Frederick, Colorado	Travel Required:	None
Level/Salary Range:	\$10/Hour	Position Type:	full-time
Will Train Applicant(s):	No insurance experience required, will train and educate the proper candidate.	Hours:	8AM – 5PM

Applications Accepted By:

MAIL:

**James Long, President,
Long's Insurance Agency, Inc
PO Box 777
Frederick, CO. 80530-0777**

PLEASE INCLUDE:

- Resume
- 3 personal, 3 professional references
- Short Essay on one of the following topics:
 - Describe a person (present, past, dead, living) you most admire and why.
 - Describe an experience that has been the MOST valuable to you and why.

Job Description

ROLE AND RESPONSIBILITIES

We are a family owned Licensed Insurance Brokerage operating in Frederick CO serving the entire State of Colorado, portions of Nebraska and Wyoming. You will be responsible for assisting our Licensed Client Account Managers. This includes but is not limited to quoting insurance, preparing applications, preparing letters to clients, phoning clients for additional information and follow up.

- Answering inbound phone calls
- Processing paperwork into our Brokerage Management System
- Occasionally manage company blog
- Providing customer service in person, in writing and over the phone for our customers

QUALIFICATIONS AND EDUCATION REQUIREMENTS

Formal education is not required for this position. The ability to communicate both orally and in writing is a must. For the right candidate we will provide personal and professional training and support with an opportunity for growth and advancement.

PREFERRED SKILLS

Candidate must be computer literate, good writing and verbal skills, able to learn quickly under pressure and adapt to change, works well in a fast paced environment, a self- starter, ability to work independently and alone in the office as needed

ADDITIONAL NOTES

Upon satisfactory completion of a 90-Day probationary period compensation as a full-time employee will be discussed.