EMPLOYER: State Farm

POSITION(S): Account Manager

Benefits: (May differ for full-time and part-time employees)
- Hourly compensation plus commission and bonuses
- Paid Holidays
- Paid Time Off
- Team Development
- Other Perks (Growth opportunities and flexible scheduling whenever possible)

POSITION DUTIES:

Account Management (45%)
- Provide prompt and accurate, follow up to newly acquired clients
- Handle policy changes, claims follow ups, and other service functions on more complicated/sensitive cases; resolve problems and answer questions as needed
- Create and maintain systems that allow the office to operate efficiently and effectively

Customer Service (30%)
- Provide cost-effective service and use it as a basis for establishing profitable business relationships; communicate clearly and effectively
- Answer telephones and greet visitors in a professional and friendly manner
- Research and answer correspondence from underwriting and service when appropriate

Sales (25%)
- Work to increase business within the agency, while also increasing awareness of the agency, its products and services
- Initiate sales, complete proposals, follow-up with potential clients, and complete applications for the sale
- Make 100 out bound calls a week
- Meet monthly activity (calls) and result (appointments/sales) goals as determined by agent
- Perform other related duties as assigned by the agent or office manager. Job is not limited to the aforementioned duties and can be changed at any time

QUALIFICATIONS:
- Experience in customer service, marketing and sales
- Knowledge of insurance and financial products and related licensing
- Property & Casualty, required
- Bank Letter of Understanding, required
- Life and Health, and/or Securities licenses helpful but not required

HOW TO APPLY:
Email your résumé and a short bio or cover letter to: Marisol.johnson.mdqm@statefarm.com

RECRUITMENT EXPIRES: June 25, 2021