

## **Part-Time P&C Insurance Agency office support staff –**

### **The Brunetto Agency** (Salary)

#### **(Part Time Position)**

Vicki Brunetto – The Brunetto Insurance Agency, Columbia, SC

#### Position Overview

Successful Independent Insurance Agency is seeking a qualified professional to join their winning team for the role of Office Support Staff - We seek an energetic professional interested in helping our business grow through value-based conversations and remarkable customer experience. If you are a motivated self starter who thrives in a fast-paced environment, then this is your opportunity for a rewarding career with excellent income and growth potential.

#### **Responsibilities**

- Answer phones and filing
- Develop leads, schedule appointments, identify customer needs, and market appropriate products and services.
- Provide prompt, accurate, and friendly customer service. Service can include responding to inquiries regarding insurance availability, eligibility, coverages, policy changes, transfers, claim submissions, and billing clarification.

#### **As an Agent Team Member, you will receive...**

- Salary
- Growth potential/Opportunity for advancement within my office

#### **Requirements**

- Enthusiastic about the role insurance and financial products play in helping people manage the risks of everyday life, recover from the unexpected, and realize their dreams

- Organizational skills
- Self-motivated
- Ability to multi-task
- Ability to assess customer needs and conduct effective interviews
- Bilingual - Spanish (preferred)
- Property and Casualty license (must be able to obtain)

If you are motivated to succeed and can see yourself in this role, please email your resume to [brunettoagency@gmail.com](mailto:brunettoagency@gmail.com). We will follow up with you on the next steps in the interview process. Thank you!