

Rating Specialist

Job Brief

We are looking for a full-time Rating Specialist (RS) to join our team. This position will support our agents, customer service representatives, and customer support specialists to quote business and provide excellent service our existing customers. We have RS positions open for personal lines insurance and commercial lines insurance.

RS Responsibilities

- Quote existing customer business for renewal reviews.
- Quote new business prospects that contact the agency.
- Perform administrative tasks like maintaining records & inputting data into our agency management system throughout the quoting process.

What does a RS do?

In this position, you will be the fourth point of contact for our company. Duties include working directly with our agents, customer service representatives, customer support specialists to help our team quote new and existing business.

Ultimately, a Rating Specialist's duties and responsibilities are to quote new and existing business to help our agency retain current customers and add new customers. When the job is done right, it directly impacts and helps the retention of existing customers and allows our agency to grow which is why we are looking for more professionals to join our team.

Requirements

- **Insurance license is a plus for this position, but it is not required.**
- Work experience in customer service and/or sales.
- Strong teamwork skills including the ability to collaborate and communicate well with others.
- Proficiency working with a computer and Microsoft Office Suite.
- Hands-on experience with office equipment (computers, printers, fax, and copier).
- Professional attitude and appearance.
- Solid written and verbal communication skills.
- Ability to be resourceful and proactive when issues come up.
- Positive and friendly attitude

- Organized
- Multitasking and time-management skills, with the ability to prioritize tasks.
- Reliable and consistent

Pay and Benefits

- Pay will be determined based on experience and hours.
- Health Insurance, Life Insurance, Long and Short-term Disability, Retirement Account with match, Paid time off, Potential bonus opportunities based on performance and results.

To Apply

Send resume and cover letter to erich@agencyonemn.com along with the position you want to apply for.