

Luebbering Insurance is a full-service independent insurance agency. We believe in putting our clients first. We build friendships, not just policies. Teamwork is our mantra and we are looking to build our team.

If you are an energetic, self-starter that enjoys interacting with people, this job may be perfect for you.

Responsibilities:

- Receive inbound calls & make outbound calls
- Provide support to agency staff
- Accurately document records in Agency Management System
- Respond to carrier and customer inquiries
- Provide accurate product information to clients
- Cross-sell to new and existing clients
- Be friendly and professional
- Other duties as assigned

Qualifications:

- Effective oral and written communication skills
- Excellent problem solving skills
- Ability to adapt to changes in technology
- Comfortable in fast-paced work environment
- Excellent computer skills
- Ability to multi-task
- Have a positive attitude
- Possess insurance license or ability to secure within 60 days of hire

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