

Commercial Insurance Sales & Servicing Representative

For 145 years, the W.J.Wheeler Insurance Agency has provided value to our customers and a rewarding place to work. For more information about our company, please visit www.wjwheeler.com.

This position's responsibilities include:

- Commercial Lines Processor: processing incoming claims and policy changes and renewals
- Commercial Lines Customer Service Representative: answering phones and providing insurance services to business insurance customers
- Sales Associate: managing new submissions for producers' business insurance prospects and providing sales support to all agents
- Marketing Associate: assisting with agency sales and marketing projects

We are seeking a dynamic individual with these characteristics:

- A drive to learn and succeed
- Ability to handle complex problem solving
- The thoroughness necessary to attend to details and juggle competing priorities
- Confidence to make decisions, handle difficult situations, and handle rejection from prospects and customers
- Ability to empathize with customers, make them feel at ease, and build long term relationships
- Sufficient assertiveness to take charge of a situation and remain steadfast when necessary

Qualifications include:

- Deep knowledge of Microsoft Word, Excel and Outlook
- Prior experience in sales and marketing
- A Maine Property/Casualty Insurance License at hire. (If you don't have a license now, we will help you prepare for the exam, but you must pass it within 90 days of hire.)

Compensation

- Salary \$25K to \$35K based on experience and qualifications. In particular, we are open to candidates with non-insurance backgrounds who possess the right set of skills and abilities.
- Bonuses up to 15% of salary are based on individual performance and the overall financial performance of the agency sales people you support and the company as a whole.

Benefits (in first year, valued at \$7K; in third year, valued at \$14K)

- Health and disability insurance paid in full
- Continuing education paid in full
- Two weeks paid vacation, increasing with length of service
- Mandatory programs: social security contributions, medicare contributions, unemployment compensation insurance and workers compensation insurance
- After 3 years, retirement plan contributions equivalent to 10% of your salary and bonus - no match required.
- After 3 years, \$3000 for family medical expenses, including doctors, pharmacy, hospital, diagnostics, dental and eyecare expenses.

To apply, download the job application from www.wjwheeler.com

Mail to: Michael Newsom, W.J.Wheeler, POBox 297, South Paris, ME 04281

Then **email** cover letter and resume by 4 PM, Tuesday, September 15th to michaeln@wjwheeler.com