



## Agent

### POSITION SUMMARY

Tradition Mutual Insurance is currently seeking applicants for the role of an Agent. As an Agent for Tradition Mutual Insurance Company, you will report directly to the Business Development Manager. The role of the Agent is to become a trusted advisor to our policyholders/owners along with achieving the sales objectives of the organization by providing sound insurance advice to existing and prospective policyholders/owners. The ideal candidate would have a strong commercial insurance background or a background in sales with an agricultural focus who lives in the Sebringville or Mitchell area.

### JOB DUTIES AND RESPONSIBILITIES

- Develop key relationships and contacts within the community as a means of developing new business opportunities and maintaining existing relationships with clients.
- Develop marketing strategies for self-promotion within the community and new client lead generation.
- Adhere to the Standard Operating Procedures set forth by Tradition Mutual, including the completion of the appropriate application forms and adherence to binding requirements.
- Make recommendations on appropriate insurance coverage based on client needs.
- Maintain professional and technical knowledge by attending educational workshops; reviewing professional publications; participating in company meetings.
- Assist policyholders with payment options and work with the accounts receivable department in collections.
- Report claims to the company immediately, engaging the customer in the claims process but leaving judgement of coverage to the claims department.
- Participate actively in team activities/initiatives and take responsibility for self-learning; Embrace new procedures, technologies and processes, demonstrating leadership with peers and customers, setting high standards for customer service and professionalism.

### EDUCATION AND QUALIFICATIONS

- Post-Secondary Education in Agriculture or insurance an asset
- An Agent or Broker license will be required or the ability to obtain one within 30 days; CIP, CRM courses are an asset; Educational assistance is negotiable based on other qualifications
- A valid driver's license and transportation is a requirement of this position as it will be an expectation that you can meet clients at their location when necessary.
- Interpersonal Skills – Should be tactful, compassionate, and treat others with respect; Is professional in their approach and demeanor
- Problem Solving Skills – Builds a logical approach to address problems
- Flexible – Adapts to change and different ways of doing things quickly and positively
- Organization Skills - The ability to use time, energy and resources in an effective way to meet job requirements

**Note:** The above mentioned tasks are representative but should not be interpreted as all-inclusive of this position; Interested applicants please submit your resume by email to Ken Rush, Business Development Manager, at [krush@traditionmutual.com](mailto:krush@traditionmutual.com). The closing date of this position is May 27, 2022. We wish to thank all that are interested, however only candidates selected for an interview will be contacted.