

JOB POSTING

May 9, 2018

District Manager Assistant – Part Time

Madison

(20-28 hours per week)

- Position Description:**
1. Receive and respond to training and systems related calls and emails for agents in the district.
 2. Process quotes for Financed Agents.
 3. Assist in the New Agent Installation Process from a systems perspective.
 4. Submit policies, process policy changes, certificates, binders, etc for agents.
 5. Create reports needed by the District Manager (DM).
 6. Create power points, emails and letters for the DM.
 7. Perform systems training of all new financed agents and any career agent assistants.
 8. Organize all District training sessions.
 9. Other duties as assigned.

- Qualifications:**
1. Two years office experience, preferably in property and casualty insurance.
 2. Property & casualty insurance license preferred.
 3. Ability to train others
 4. Proficient personal computer skills including the ability to use the MS Office suite.
 5. Demonstrated strong organizational skills, the ability to multi-task and the ability to work independently with minimal supervision.
 6. Effective communication skills.

How to Apply: CONTACT MARK SCHUSTER, DIRECTOR HUMAN RESOURCES

MSCHUSTER@RURALINS.COM OR (608) 828-5404

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