

## JOB POSTING

September 27, 2019

### TRAINER

- Position Description:**
1. Assist in developing, maintaining and delivering sales training programs.
  2. Assist in developing, maintaining and delivering an orientation program for agents.
  3. Assist in developing, maintaining and delivering personal, commercial and farm lines training programs for agents.
  4. Assist in the implementation of a training schedule and help manage organization of sessions/workshops.
  5. Use and apply computer-based learning tools and methods to programs. Use creative techniques in blending different e-learning strategies with traditional training methods to maximize learning.
  6. Help organize and develop training manuals, reference library, testing and evaluation procedures, multimedia visual aids, and other education materials.
  7. Help create evaluations of training to be provided after all sessions, tracking effectiveness and making recommended refinements to programs.
  8. Assist District Managers in developing and delivering materials for local training classes.
  9. Assist in ensuring compliance and filing of CE credits for course material being used by the company.
  10. Deliver presentations at agency or company meetings.
  11. Other duties as assigned.

- Qualifications:**
1. Three years of multi-line property & casualty insurance training, underwriting, sales or claims experience.
  2. Current Wisconsin P&C and L&H insurance licenses or willingness to obtain within first six months in the position.
  3. Demonstrated skills as a trainer.
  4. Training experience in an insurance setting desirable.
  5. Superior communication skills.
  6. Ability to seek out new and better ways to train and deliver training material.
  7. Demonstrated analytical and organizational skills.
  8. Must be able to work independently.
  9. Ability to efficiently and accurately operate a personal computer using MS Office Suite (Word, Excel and Power Point).
  10. Available for overnight travel.

**How to Apply:** CONTACT MARK SCHUSTER, DIRECTOR HUMAN RESOURCES  
MSCHUSTER@RURALINS.COM OR (608) 828-5404