

JOB POSTING

January 28, 2020

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 create evaluations of training to be provided after all sessions, tracking effectiveness and making recommended refinements to programs.
 7. Help agents and agent assistants navigate on-line documents for policy and system procedures.
 8. Assist agents and training team members with computer system and procedures including the point of sale quoting and property evaluation systems.
 9. Ensure agents and agent assistants are correctly following workflow procedures.
 10. Assist District Managers in developing and delivering materials for local training classes.
 11. Deliver presentations at agency or company meetings.
 12. 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. Previous property/casualty sales experience preferred.
 4. Demonstrated skills as a trainer.
 5. Training experience in an insurance setting desirable.
 6. Superior communication skills.
 7. Ability to seek out new and better ways to train and deliver training material.
 8. Demonstrated analytical and organizational skills.
 9. Must be able to work independently.
 10. Ability to efficiently and accurately operate a personal computer using MS Office Suite (Word, Excel and Power Point).
 11. Available for overnight travel.

How to Apply: CONTACT MARK SCHUSTER, DIRECTOR HUMAN RESOURCES

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