

Position Opening

Brokerage Specialist

Summary:

An opportunity to join an AM Best A+ (Superior) and Ward's Top 50 company based in Madison, Wisconsin, with the opportunity to work from home. You will be part of a specialized team focusing on helping agents and senior brokerage specialist place insurance coverage when Rural Mutual is unable to provide coverage. There will be a high emphasis on learning the brokerage market, understanding the ins and outs of policy maintenance, while developing strong relationships with agents and brokers.

Duties & Responsibilities:

- Obtaining accurate risk details from agents to obtain suitable coverage at the best price possible.
- Ensuring coverage is appropriate.
- Assist agents with completion of renewal applications.
- Work with the binding carrier to obtain an accurate quote in a timely manner.
- Provide payment options to agent.
- Present quote to agent to obtain sale.
- Intermediate between agent and broker regarding new business, mid-term adjustments and renewals.
- Ensure that all paper and digital files are accurately maintained.
- Issuing, quoting and proper processing of bonds.
- Adhere to RMIC and SSI company protocols.
- Other duties as assigned.

Qualifications:

The emphasis will be on assisting agents and the senior brokerage specialist with processing renewal quotes while building relationships and not targeted on sales. Therefore, candidates must have an entry level knowledge of industry markets and good time management skills. Account management experience and good customer service skills in a must. The ability to communicate clearly and effectively is key. Developing relationships outside Rural and inside Rural will be a vital tool for success in this role. Familiarity with client relationship software and MS excel are essential. Willing to obtain proper insurance licenses within the desired time period will be expected. Prior experience in the insurance industry is recommended. Must be willing and capable to work independently with minimal supervision and be able to handle fast paced environment.

How to Apply:

Email cover letter and resume to:

Mark Schuster, VP Organizational Development
mschuster@ruralins.com
(608) 828-5404

Rural Mutual Insurance Company is an Equal Opportunity Employer

July 2023