

Property & Casualty Insurance Agent

Johnson Insurance Group is a locally owned and operated independent insurance agency located in Soldotna, Alaska, and we are growing! We are looking for an experienced Property & Casualty Insurance Agent to join our team!

The preferred candidate will have at least 2 years' experience working as a Property & Casualty Insurance Agent, will be hard-working, reliable, upbeat and detail-oriented with a focus on providing excellent customer service.

Minimum Qualifications:

- Current Property & Casualty Insurance License or ability to obtain license immediately upon hire
- Proficient in Microsoft Office programs, including Outlook, Word and Excel
- Excellent customer service skills with an emphasis on sales-based customer service
- Positive, upbeat attitude with the ability to work in a team
- Ability to pass a background check
- Professional references required

Job Duties:

- Meet with current or prospective customers in person and over the phone
- Prepare insurance applications and market to multiple insurance underwriters for new and renewal business
- Review coverage, make recommendations and process changes
- Review, check-in and deliver policy documents
- Prepare coverage summaries and proposals for client review
- Prepare insurance certificates and evidence of coverage documents
- Follow agency checklists, policies, and procedures to ensure efficient and consistent service
- Assist agency owners as needed

New to insurance? We are also hiring an Administrative Assistant! This is an entry-level position in an industry with countless opportunities for career growth and professional advancement.

Sales background? We are willing to train the right candidate for outside sales and have opportunity for seasoned insurance producers.

If you are interested in joining our team, please submit a resume and cover letter outlining your experience, qualifications and career objectives. We offer competitive pay, opportunity for advancement, and a fun business environment encouraging growth and balance for our employees.