



LANDMARK STAFFING

Position: Agent Representative

Location: Grand Junction, CO

Type: Full Time

Wage: \$16.00/ hour without license

Insurance License Wage: \$17.50/ hour + bonus

As an Agent Representative at Cristal Chavez Shelter Insurance, you will play a pivotal role in embodying our core values of family, caring, responsibility, growth, determination, and service in each and every interaction with our community. You will be the face of our agency, providing exceptional customer service to clients while promoting our insurance products and services. Your dedication to fostering strong relationships, coupled with your commitment to personal and professional growth, will contribute to the success and reputation of our agency.

Job Responsibilities:

Customer Service Excellence: Serve as the primary point of contact for clients, addressing inquiries, resolving issues, and providing tailored insurance solutions that meet their needs.

Administrative Support: Perform various administrative tasks such as maintaining client records, processing paperwork, and coordinating appointments to ensure smooth agency operations.

Relationship Building: Cultivate and maintain strong relationships with clients, fostering a sense of trust, loyalty, and partnership.

Sales and Promotion: Collaborate with team members to achieve sales targets and company objectives through the promotion of insurance products and services to prospective clients and lead generation.

Policy Management: Assist clients with policy inquiries, adjustments, and claims processing, ensuring accuracy and efficiency at all times.

Continuous Learning: Stay updated on industry trends, insurance products, and regulatory changes to enhance your knowledge and provide informed recommendations to clients.

Community Engagement: Participate in community outreach initiatives and events to promote the agency's brand and values, demonstrating a commitment to service and social responsibility.

Job Requirements:

- **Customer-focused:** Recognize the critical importance of caring, responsibility, and determination in delivering exceptional customer service and cultivating long-lasting relationships.
- **Sales Experience:** Proven ability to effectively promote and sell products or services, with a track record of achieving sales targets.
- **Communication skills:** Excellent verbal and written communication skills, with the ability to articulate complex information clearly and persuasively. Bilingual Proficiency is highly preferred.



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- **Collaborative Independence:** Ability to work effectively both independently and as part of a team, demonstrating self-motivation and initiative while also valuing teamwork and cooperation.
- **Determination:** Resilience and persistence in pursuing goals and overcoming challenges.
- **Growth Mindset:** Committed to learning and personal development, with a willingness to embrace new opportunities for growth and advancement.

Before receiving an official offer to join the Cristal Chavez Shelter Insurance agency, candidates are required to demonstrate proficiency in product knowledge and industry regulations by successfully passing the Property and Casualty state exam. Upon hire, reimbursement for the exam and access to training resources will be provided.

Additionally, certifications including Life, Accidental, and Health, must be completed within the first year of employment. This ensures a well-rounded team of support for our community's diverse needs.