



## Agent

### POSITION SUMMARY

Tradition Mutual Insurance is currently seeking applicants for the role of Agent, with a specific focus on Agriculture. As an Agent for Tradition Mutual Insurance Company you will report directly to the Business Development Manager. The role of the Agent is to become a trusted advisor to our policyholders along with achieving the sales objectives of the organization by providing sound insurance advice to existing and prospective policyholders. The ideal candidate would have a strong insurance background or a background in sales with an agricultural focus.

### JOB DUTIES AND RESPONSIBILITIES

- Develop key relationships and contacts within the community as a means of developing new business opportunities and maintaining existing relationships with clients.
- Develop marketing strategies for self-promotion within the community and new client lead generation.
- Adhere to the Standard Operating Procedures set forth by Tradition Mutual, including the completion of the appropriate application forms and adherence to binding requirements.
- Make recommendations on appropriate insurance coverage based on client needs
- Maintain professional and technical knowledge by attending educational workshops; reviewing professional publications; participating in company meetings.
- Assist policyholders with payment options and work with the accounts receivable department in collections.
- Report claims to the company immediately, engaging the customer in the claims process but leaving judgment of coverage to the claims department.
- Participate actively in team activities/initiatives and take responsibility for self-learning; Embrace new procedures, technologies, and processes, demonstrating leadership with peers and customers, setting high standards for customer service and professionalism.

### EDUCATION AND QUALIFICATIONS

- Post-Secondary Education in Agriculture or Insurance an asset
- An Agent or Broker license will be required; CIP, CRM courses are an asset; Educational assistance is negotiable based on other qualifications
- A valid drivers license, and transportation is a requirement of this position as it will be an expectation that you can meet clients at their location when necessary;
- Interpersonal Skills – Should be tactful, compassionate and treats others with respect. Is professional in their approach and demeanor.
- Problem Solving Skills - Builds a logical approach to address problems as opportunities and able to
- Flexible - Adapts to change and different ways of doing things quickly and positively.
- Organization skills – The ability to use time, energy and resources in an effective way to meet job requirements.

**Note:** The above mentioned tasks are representative but should not be interpreted as all-inclusive of this position; Interested applicants please submit your resume by email. The closing date of this posting is **September 27, 2019**. We wish to thank all that are interested, however only candidates selected for an interview will be contacted.

Please submit resumes in confidence to Tanya Diehl, Business Development Manager at [tdiehl@traditionmutual.com](mailto:tdiehl@traditionmutual.com)