



Employment Advertisement

POSTED: February 15, 2012

New Business Marketing Representative - Davenport, IA

Two Rivers Insurance Company is seeking a **New Business Marketing Representative** in its Davenport office. This position serves as an integral part of the P&C team assigned with the responsibility of marketing all new commercial insurance accounts and growing commercial account revenue by performing enhanced sales and cross-sales functions. Duties include, but are not limited to; application completion, processing of renewals, changes, and proposals of new and existing clients, reviews all processed policies, endorsements, and audits prior to delivery to client, follows up on quotes, handles requests from underwriters and other representatives of insurance companies, and reviews and/or amends accounting entries after comparison with insurance company reports.

Requirements include a high school diploma or equivalent, insurance licensing, prior advanced office management training and/or 2 years office support experience preferred, ability to maintain high degree of discretion and confidentiality, excellent communication skills both written and verbal, exceptional customer service skills with all personality types, professional appearance and demeanor, flexible and adaptable in a changing environment, good problem solving abilities, attention to detail, good organization and time management skills, ability to handle pressure, multitask, work independently with minimum direction/supervision, and also work in a team environment. PC skills are a must with a good working knowledge of Word, Excel and PowerPoint.

Applicants wanting rewarding employment who meet or exceed the above requirements should send a current resume and application for employment (download at www.tworiversfinancialgroup.com) to employment@tworiversfinancialgroup.com or via mail to:

Two Rivers Insurance Company
ATTN: Human Resources
P.O. Box 746
Burlington, IA 52601

*Two Rivers Insurance Company is a proud member of Two Rivers Financial Group
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