



Employment Advertisement

POSTED: May 10, 2012

Group Production Assistant – Burlington, Iowa

Two Rivers Insurance Services is seeking a highly proficient individual to fill a Group Production Assistant position. This position is responsible for providing the highest quality of customer service while supporting the needs of an aggressive sales staff and performing account management activities associated with group insurance lines including interaction with various insurance companies and external customers. Duties may include, but are not limited to; handling customer telephone calls/inquiries, quoting insurance policy information, and maintaining/editing customer data in computer software programs. Will be required to obtain insurance licensing within 3-6 months of employment in order to assist clients/customers in various insurance processes/questions. Other duties may be assigned at management's discretion.

This position includes a competitive salary and a generous benefits package including health, dental, and vision insurance, 401k, ESOP, plus much more.

Career-minded applicants who are interested in working with a customer and community-focused employer should send their resume and a completed application (download at: www.tworiversfinancialgroup.com) to:

Two Rivers Insurance Services
Attn: Human Resources
P.O. Box 746
Burlington, IA 52601

Applications may be requested and resumes may also be submitted by emailing: employment@tworiversfinancialgroup.com.

Two Rivers Insurance Services is a proud member of Two Rivers Financial Group

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