



## **JOB DESCRIPTION**

### **Small Business Unit Specialist**

Pay Range: \$21.65 – \$33.65 per hour

Must reside in Colorado.

#### **Summary**

Since 1911 Glenwood Insurance has provided our clients with peace of mind. We are growing and seeking a full-time Small Business Unit Specialist. This position requires a high level of prioritization and organizational skills, as well as exceptional interpersonal skills.

#### **Responsibilities**

- Serve as the point of contact for all client requests
- Perform general insurance tasks such as auto ID cards, certificates of insurance, endorsements, and evidence of property insurance
- Assist in completing new and renewal applications and correspondence
- Review and assess coverage needs of existing clients at renewal or other times of change
- Follow workflows and maintain data integrity in agency management system

#### **Competencies**

- Technical Capability
- Time Management
- Organizational Skills
- Communication Proficiency
- Teamwork
- Ethical Conduct
- Self-Motivated

## Requirements

- 2+ years of small commercial property and casualty experience required
- A valid P&C Insurance License or the ability to obtain one within 45 days of hire (required).
- Bilingual preferred
- Ability to adapt to changing priorities
- Demonstrated ability to work in a fast-paced environment
- Strong desire for personal and professional development

We offer employees great benefits, competitive salaries, and a family-focused work culture. This position is an opportunity for your strengths and experience to shine. If this position is a fit for you, and you would like to be part of a dedicated and innovative group of people, please apply.