Job Title: Insurance Administrative Assistant

AgQuest Financial Services, Inc., is a growing agricultural financial services company and serves the territories of local farm supply retailers across the country. Our goal is to work directly with our retailers to incorporate financing and insurance into a total marketing platform to better serve the needs of the customer.

The Insurance Administrative Assistant will be responsible for data entry, customer service and collecting, tracking and reviewing documentation for Crop and/or Property and Casualty Insurance as a support to the Crop Insurance Specialist (CIS). Works as a liaison between the CIS and other Agency employees. Position will be based out of Olivia, MN office.

Duties and Responsibilities:

- Customer Services to include answering phones, greeting customers.
- Process and review insurance documentation and ensure all documents are complete.
- Work as a liaison between CIS and Agency personnel to ensure the proper flow of requests.
- Take payments from customers and process through Remote Deposit System.
- Maintain office supply inventory.
- Serve as a back-up for other jobs as necessary
- Gain in-depth and thorough understanding of crop insurance and P&C.
- File and maintain customer insurance files. This information is personal and confidential.
- Travel may be required.

Qualifications/Requirements:

Education: High school diploma required.

Experience: Exceptional Administrative skills are needed, in addition to at least one year of progressive work experience in a Insurance institution, agricultural accounting or other like position. Strong computer skills with experience in automated systems required.

Personal requirements: Requires an individual with strong organizational ability who manages time and priorities well. Ability to be precise and accurate. Must communicate effectively, both verbally and in writing. Assertiveness with a tactful, direct approach is necessary. Possess the ability to exercise critical thinking, problem solving and judgment. Must work well independently and as a member of the AgQuest Insurance team. Must maintain strict confidentiality at all times, both in and out of the workplace. Must meet company insurance carriers MVR requirements.

Physical Requirements/Working Conditions:

- Occasional lifting up to ten lbs.
- Must be able to work in a climate controlled, office environment.
- Vision must be good or corrected to normal to perform normal job duties.
- Hearing must be good to have the ability to understand information to perform job duties.
- Ability to read and write in English in order to process paperwork and follow up on any actions necessary.
- Sitting for extended periods of time.
• Manual dexterity needed for keyboarding and other repetitive tasks.

AgQuest Insurance Agency is an Equal Opportunity Employer

*This job description is not intended to limit the responsibilities on an employee assigned to this position to those duties listed above. The employee is expected to follow any other instructions and perform any other duties requested by the immediate supervisor or company management. The level of involvement may vary based on company and individual capabilities.*

Reports to: CIS Olivia
Supervises: None
Reviewed/Approved: 4.25.14 KH/KM/LB
Department: Financial Services
Division: AgQuest Financial Services