

# NCMI Insurance Agent

**INCUMBENT:** Vacant  
**REPORTS TO:** NCM Insurance Executive Director  
**LOCATION:** Bowling Green, KY  
**STATUS:** Full-time, Non-Exempt  
**DATE:** Open Until Filled



**TO APPLY:** Please submit a cover letter, resume, and three professional references to [HR@corvettemuseum.org](mailto:HR@corvettemuseum.org).

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## DESCRIPTION

The National Corvette Museum (NCM) Insurance Agent is responsible for answering calls and emails, processing policy paperwork, and providing information on claim handling to clients. This position works with other NCM Insurance Agents and clients in obtaining required underwritten documentation. The NCM Insurance Agent will also attend off-site events to promote agency.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

- Receive and respond to inbound calls, emails, and online inquiries while providing excellent customer service.
- Process policy applications for potential clients assisting with questions along the way.
- Research and contact new potential clients for the NCM Insurance Agency.
- Write policies for new clients, researching vehicle values and assisting clients with setting an agreed upon value based on current market.
- Assist with claim submissions and answer questions from clients.
- Promote insurance sales during events and off-site shows.
- Follow-up with current clients to ensure satisfaction and retain renewals.
- Responsibilities are not all inclusive, additional duties may be assigned.

## EDUCATION/EXPERIENCE

- High school diploma or equivalent required, bachelor's degree preferred.
- Property & Casualty License preferred, but not required to apply. Will be required to obtain within 60 days of employment.

## QUALIFICATIONS

- Be a well-organized and self-directed individual who is a team player.
- Possess a high level of social intelligence, vibrant personality, and professional presence.
- Must be able to provide prompt and courteous customer service in person and over the phone.
- Ability to stay organized and multi-task in a professional and efficient manner.
- Must be a self-starter and be able to work independently and under pressure in a fast-paced environment.
- Strong work ethic and unquestioned personal and professional integrity.
- High level of commitment to team and company values.
- Willing to travel as needed.
- Valid state driver's license required.

## ESSENTIAL PHYSICAL REQUIREMENTS

- Ability to sit and/or stand for long periods of time.
- Ability to lift and carry up to 10 lbs.
- Ability to operate computer and other equipment in the office.
- Must have sufficient mobility to move around the office and the community.