

Insurance Agency Intern

INCUMBENT: Vacant
REPORTS TO: Executive Director
LOCATION: Bowling Green, KY
STATUS: Part-Time, Hourly, Temporary
DATE: TBD



DESCRIPTION

The Insurance Agency Intern will perform a range of duties to promote and execute insurance agency initiatives. This includes areas such as database management, assisting agents and Customer Service Representative's with documentation management, development of articles and blog posts, and other responsibilities as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assist departments with administrative tasks while learning the Insurance Industry.
- Perform data entry, data cleanup, policy checks, endorsements, renewal preparation and file maintenance.
- Draft blogs, social copy, and other written promotions as assigned.
- Create reports and assist with sending out renewal reminders.
- Assist as assigned in creating social media content for the Agency and its lines of business.
- Always conduct the highest level of confidentiality.
- Responsibilities are not all-inclusive, additional duties may be assigned.

EDUCATION/EXPERIENCE

- High School Diploma or equivalent required.
- Must be pursuing a college degree in business management, marketing, communications, or related field.

QUALIFICATIONS

- Be a well-organized and self-directed individual who is a team player.
- Effective written and oral communication skills.
- Proficiency in Microsoft 365.
- Ability to follow through on assigned tasks with limited supervision.
- Attention to detail and ability to edit and proofread.
- Excellent time management and organizational skills.
- Openness to continuing learning and upgrading of skills.
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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 a computer and other equipment in the office.
- Must have sufficient mobility to move around the office and the community