JOB POSTING: SMALL BUSINESS ADVISOR

Integrity | Compassion | Respect | Accountability | Teamwork | Expertise

**Position**

The **Sales and Distribution** department has an immediate opening for someone who can demonstrate the WCF values to join their team as a full-time **Small Business Advisor**. This posting is open to internal and external candidates.

**Responsibilities**

The Small Business Advisor provides excellent customer service in all interactions with our customers and insurance agency partners. The person in this position underwrites and presents quotes to our direct customers or to the quoting agent. The Small Business Advisor conducts customer research by collecting feedback on services and needs. This person in this position provides small business services (primarily policies with premium of $10k or less) – via inbound and outbound phone calls and emails – including marketing, finance, underwriting, internet services, and claims initiation. The Small Business Advisor also works with the agency partners to service new and renewing business.

**Qualifications**

The most qualified applicants will have:

* Bachelor’s degree in marketing, business, or related field.
* At least two years of customer service or office experience, preferably in insurance.
* Excellent telephone, written, and verbal communication skills.
* Strong computer skills including proficiency in Microsoft Office.
* Strong organization skills and work accuracy.
* Ability to prioritize and complete multiple tasks.

This position also requires a property and casualty insurance license from the Utah Insurance Department. Any candidates hired without a current license must obtain one within three months.

An internal candidate should have 6 months in his/her current position. Candidates should have acceptable job performance and a good attendance record in their current position and must notify their current supervisor that they’ve applied for the position.

To apply visit: <https://wcfgroup.applicantpro.com/jobs/>

Open until filled