

LEGISequine.com is a boutique, horse-focused insurance agency seeking a career-oriented individual looking to be part of a dynamic, collaborative team. Horse knowledge and insurance experience are a must, combined with strong customer service, communication, and problem-solving skills.

Full Time:

- Monday – Friday – Office Hours are 8:30 EST – 7:00 EST
- 40 Hours per week – Hours will vary
- Salary & Benefits
- Work activities on four to six weekends per year
- Located in Aiken, SC

Primary Responsibilities and Duties:

- Work as a dedicated team member with agency teammates to assemble, market, and place coverage for new clients.
- Prepare proposals and complete applications; submit applications to eligible and appropriate carriers; obtain client signatures on all applications; follow up to ensure timely receipt of quotations and policies.
- Attend to client needs by producing binders, certificates, policies, endorsements, and other related items; verifying accuracy using established agency checklist.
- Prepare summaries of insurance, schedules, and proposals as needed for account review.
- Re-market renewals, create renewal proposals, and handle other renewal activities.
- Renew policies following agency standards; verify accuracy, process renewals.
- Maintain and update files in agency management system.
- Verify policy and change information and facilitate corrections when necessary.
- Process incoming email and mail requests; respond promptly and appropriately.
- Verify accuracy of all direct billed cancellations and take appropriate action.
- Determine reasons for requests for cancellations; act to save accounts.

A successful person will:

- Set priorities and manage workflow to ensure efficient, timely, and accurate processing of transactions, plus prioritize workflow based on urgency, new business vs. renewal, expiration date of policy, revenue size of account, and potential to close.
- Maintain a cordial and professional relationship with clients, co-workers, carriers, vendors, and other business contacts using our LEGendary Communication model.
- Keep informed regarding industry information, new product information, legislation, coverages, and technology to improve knowledge and performance on an ongoing basis.
- Interact effectively by utilizing good communications skills, collaborate purposefully, and provide information and guidance as needed to achieve company goals.
- Demonstrate integrity that aligns with our company culture and values.



Knowledge, Skills, and Abilities:

- Active Property and Casualty License, and insurance industry experience.
- Basic knowledge of horses and the horse industry.
- Knowledge of insurance products and usages.
- Ability to communicate orally and in writing with others to explain complex issues.
- Ability to understand written and oral communication and interpret abstract information.
- Thorough and detail-oriented in order to manage multiple clients, tasks, and requests.
- Knowledge of rating procedures, coverages, and industry operations in order to obtain quality quotes, explain quotes to clients, and close.
- Knowledge of insurance markets, rating, and underwriting procedures.
- Ability to carry out complex tasks with both concrete and abstract variables.
- Ability to utilize computer programs and understand functionality, especially Microsoft Office – Outlook, Word, Excel – and agency management systems, especially AMS 360.
- Professional, committed, and self-motivated, with the ability to focus on daily, weekly, and monthly tasks.

Working Conditions:

- At times we have a high-pressure, fast-paced environment with disruptions. Large number of multiple steps in a complex system performed with accuracy and speed is essential to the successful completion of tasks by timeline requests set by client or team standards.
- This job description is intended to describe the level of work required by the person performing the work of the positions and physical requirements normal to the position. Principal duties outlined are the essential responsibilities and duties and other duties may be assigned as needs arise or as required to support principal duties.

For more information please contact: Sarah Rajoy, Operations Manager sarah@legisequine.com

We ask that interested candidates provide a resume or letter of introduction that includes three or four references. We are not a commission-based agency. Please submit the salary range requested.