



## City Securities Corporation - Job Description

**Job Title:** Insurance Agent  
**Functional Area:** Insurance Division  
**Report To:** Executive Vice President, Insurance Division  
**Date:** July 2009  
**Location:** Columbus, OH

### **Position Summary:**

Sells insurance to new and current clients. Familiar with standard concepts, practices, and procedures within a particular field. Call on policyholders to deliver and explain policy, to analyze insurance program and suggest additions or changes, or to change beneficiaries. Explain features, advantages and disadvantages of various policies to promote sale of insurance plans.

- Seek out new clients and develop clientele by networking to find new customers and create lists of prospective clients.
- Continue to cultivate potential existing relationships, in addition to generating new business
- Attend meetings, seminars and programs to learn about new products and services, learn new skills, and receive technical assistance in developing new accounts.
- Customize insurance programs to suit individual customers, often covering a variety of risks
- Develop marketing strategies to compete with other individuals or companies who sell insurance

### **Requirements:**

Requires a Bachelor's degree, preferably in a business related area, and a minimum of 3-5 years of insurance agency experience. Qualified candidates must have experience selling commercial insurance policies, and this can include various types of industries. Must fulfill the licensing requirements of holding Property & Casualty (P&C) and Life & Health (L&H) licenses. The candidate must be able to perform the duties outlined in the position summary. Requires experience of various computer applications. Must possess and be able to demonstrate effectiveness with each of the following Key Attributes.

### **Key Attributes:**

- Must be self-motivated and be able to work with little supervision
- Strong analytical and problem solving skills
- Strong interpersonal, communication and customer service skills
- Ability to effectively administer sensitive and confidential information
- Professionalism/Ethics (Trust, Respect, Integrity, Attitude, Commitment)