



GENERAL RESPONSIBILITIES:

Develops new insurance business through sales calls and direct customer contact.

ESSENTIAL DUTIES & RESPONSIBILITIES:

Provide customer service to current and new clients for the Insurance Agency. Interview customers and prospects explaining appropriate products and selling and servicing related insurance products. Responsibilities will also include quoting rates, servicing, completing applications, training and development of bank affiliates and input data into Agency Management software. Responsible for areas of compliance as it relates to this position. Undertakes special projects relating to departmental services as assigned.

SUPERVISORY RESPONSIBILITIES:

This job does not have supervisory responsibilities.

EDUCATION AND/OR EXPERIENCE:

Bachelor's degree (B. A.) from four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience.

SKILLS:

Knowledge of insurance products; personal lines and commercial lines of insurance life and health. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Ability to successfully pass a background and credit check.

CERTIFICATES, LICENSES, REGISTRATIONS:

Property and Casualty Lines Insurance Licensed from the State of Michigan.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to stand, walk, sit, use hands to finger, handle or feel, reach with hands and arms and talk or hear. The employee is rarely required to climb or balance, stoop, kneel, crouch, or crawl. While performing the duties of this job, the employee may frequently lift up to 10 lbs., occasionally up to 50 lbs. and rarely lift up to 100 lbs.

SALARY: Salary + Commission

TYPE: Full-Time Contract

LOCATION: Caledonia, MI

BENEFITS:

Paid vacation, sick, and personal days. Health, dental, life insurance, long and short-term disability, 401K with company match. Bank products and services.

United Bank of Michigan is proud to be an Equal Opportunity and Affirmative Action Employer, and to have an inclusive culture to promote and ensure equal opportunity decisions regardless of race, color, gender, disability, sexual orientation, gender identity, veteran status or any other legally protected status.

[EEO is The Law Poster](#)

If you require an accommodation to apply to this position, please call (616) 559-4526, or email careers@unitedbankofmichigan.com. **This contact information is for accommodation purposes only.**