



## Job description

We are looking for an Insurance Producer to join our Reseda office team.

### Insurance Producer Responsibilities

- Drive and grow business revenue
- Approach clients via cold calling and direct mail to inquire about their insurance situations and future needs
- Explain the differences in policy specifics so clients can make informed decisions about their purchases.
- Submit regular reviews of progress to interested parties
- Use bookkeeping systems, database and records
- Oversee insurance claims to ensure fair dealing and satisfaction
- Fulfill all policy requirements

### Insurance Producer Requirements

- Valid P&C License - If not licensed, must be willing to obtain license before selling any insurance product. If newly licensed training will be provided.
- Knowledgeable in all types of insurance(automobile, life, property, medical etc), is a plus.
- Must speak Spanish and English
- Basic understanding of computers

### Insurance Producer Benefits

- Base Salary + Bonuses + Commission
- Flexible schedule
- High Income Potential
- Positive Work Environment
- Training and Motivation

Job Type: Full-time or Part-time

Base Salary: Based on experience, TBD at interview

To email your resume: [info@madridins.com](mailto:info@madridins.com)

Apply in person: 7015 Reseda Blvd. Reseda, CA 91335