

# BAKER-HOPP & ASSOCIATES

Business & Personal Insurance • Employee Benefits • Risk Management

## Commercial Insurance

### Career Opportunity

Baker-Hopp & Associates is seeking an energetic and independent worker to fill a full-time **Commercial Account Coordinator** opening. Candidate will work under general supervision and must be able to use problem-solving needs to support client service and new client procurement.



### Opportunity:

Become a member of a unique sales organization with strong emphasis on risk management - reducing risk and costs for our clients.

You will be working with a flexible and supportive management team who appreciates hard work and dedication and gives proper recognition.

Compensation includes:

- Financial support for industry education
- Employee benefits including health insurance and 401(k) with employer match
- Short-term and long-term disability
- Life insurance



### Ideal Candidate:

This position is created for someone who is ready to grow within the exciting industry of commercial insurance; we are looking for team players who have the following characteristics:

- Has a thirst for learning
- Confident
- Pleasant and positive
- Curious and asks good questions
- A great listener
- Energetic and prepared
- Has the ability to follow through
- Strong problem solving skills
- Excellent attention to detail
- Able to work independently and multi-task
- Team player



### Candidate must have qualifications in the following areas:

- At least one year of experience working in commercial or personal insurance (mandatory for the position)
- Strong communication skills, written and verbal
- Proficient with Microsoft Office products
- Currently valid Property & Casualty License - preferred