



Customer Service Representative/Sales Agent

October 2018

This position is entry level whose primary focus is continuing to grow our agency while serving the needs of its existing clients.

Our Core Values

Wightman Insurance Agency is dedicated to serving our Clients as well as our Community. Having 30 years of service in the Shenandoah Valley, we believe that when we put our community and clients first we all succeed. Our goal is to educate our clients into making good decisions about insurance and risk management for their household's, their finances, and their businesses. When we work as a team, our clients win.

Why Wightman Insurance?

At Wightman Insurance Agency we offer a competitive livable wage in a career where you can make a difference in people's lives. We offer plenty of opportunity to grow both in skill and in income as you learn the insurance business. Since we are a small business that still believes in putting family first we offer more flexibility in work schedules that you will not get in most corporate settings which includes first year paid time off and holiday pay (after probationary period). We like to incentivize good performers and teamwork through bonus opportunities throughout the year. We recognize that education is important in our business but that does not necessarily mean that a College Degree or prior Insurance experience is a prerequisite to work here. We work as a team, we help each other learn through on the job and classroom instruction. When we win, we win as a team.

Requirements of Position

Must be able to PASS an FBI Fingerprint Background Check
Computer Savvy
Pleasant Demeanor
Ethical- You do the right thing because it's the right thing to do.
Fast learner with High Retention
Self-Starter
Good communication with coworkers and management
Licensed in Property and Casualty Insurance (or ability to get licensed within 21 days)
Good Team player
Ability to market our agency's products and services
Involvement with the local community (Clubs, churches, chamber, etc)

Preference given to those who are Bilingual



Instructions to be considered for the position, please follow these directions specifically.

1. Send email to cori@wightmaninsurance.com. In the subject line of the email please include the position titled at the top of this page.
2. In the email include **ALL** of the following: A Resume, Cover Letter, and three Personal/Professional References.