



CITY STATE BANK

**WE'RE
HIRING**



MEMBER FDIC

Customer Service Agent/Operations Administrator

Full-Time Position - Norwalk Insurance Department

DESCRIPTION OF POSITION FUNCTION:

1. Provides customer service by explaining commercial, farm, and personal insurance coverage and premium information.
2. Prepares quotations, binders, and related correspondence as well as comprehensive sales proposals.
3. Works with various company field representatives to review products and make recommendations on products to management.
4. Cross-sells departmental products and services; refers inquiries and leads to appropriate contact person.
5. Prepares billings for Agency Services monthly statements and provides customer service for walk-in and telephone customers.

JOB SKILLS AND QUALIFICATIONS REQUIRED:

- Associates degree or equivalent work experience
- Valid Iowa Property and Casualty Agent License (Personal and Commercial) or willing to pursue
- Attention to detail and accuracy
- Ability to work independently and collaboratively as the situation dictates
- Proficient in Microsoft Office products and Internet Applications

To Apply



Stop in to pick up an application at any of our bank locations.



Email completed application to Patty Olson at polson@citystatebank.com



Call Joe Albrecht or Patty Olson at 515-981-4234.