



Position: 365 Associate

At Highpoint Insurance Group, our greater purpose is to give more than we take, having a servants' heart for our clients, co-workers and community.

Each and every one of our team members embody our core values and beliefs. We inspire one another, hold each other accountable, and intentionally practice collaborative behavior.

We invest in talent and cultivate relationships by supporting the success and development of others, bringing optimism and passion into our work.

The **365 Associate** position is for one of the exclusive positions in our fast-track academy. We are providing qualified candidates the opportunity to get licensed, accredited, and receive specialized training for one full year. During this year, team members will be provided mentorship and a career track that is one of the most sought-after in the insurance industry. After the associate's initial year in the program, top candidates will have an opportunity for advanced career placement within all departments of the agency. This opportunity does not exist anywhere else in the country.

We BELIEVE in:

- Discipline
- Hard work
- Collaboration
- Passion
- Enthusiasm
- Personal development
- Continual growth
- A positive attitude
- Fun

We are looking for individuals who EXEMPLIFY the following qualities:

- Humble, hungry & smart
- Dependable
- Self-motivated
- Critical thinking
- Detail oriented
- Passionate to serve others
- Able to multi-task and pivot as needed

Major RESPONSIBILITIES:

- Process Certificates of Insurance
- Review contract insurance requirements to ensure certificates list the proper forms and endorsements as needed
- Loss run requests to carriers; follow-up as needed
- Great Day Coordinator rotation - (*front desk, mail and phones*)
- Manage daily incoming calls, faxes and emails from clients and representatives, company representatives, claimants and other related inquiring parties and document appropriately
- Process and file of pull-down endorsements for certificate reference
- Other duties as assigned

What is REQUIRED:

- Some college or related work experience
- Microsoft Office Word, Excel, Outlook
- Typing proficiency

- Excellent communication skills verbal and written
- Eager to learn, grow and advance your career
- Core Values are represented through all behaviors, actions, and communications
- Develop talents and insurance knowledge to highest level possible
- Provide prompt, accurate, and courteous service to clients, and peers

What is NOT REQUIRED:

- Dressing up fancy (*jeans, sandals, chucks, graphic t's all acceptable*)
- Pretending to be someone you are not
- For you to know anything about insurance

This is a paid full-time position and an exclusive opportunity to fast-track your career.

Do you have what it takes to join this elite team in the fastest growing independent insurance agency in Texas? **Apply today!**