

# WE'RE HIRING!

**JOB TITLE:** Commercial Insurance Account Assistant  
**HOURS:** Full Time (8:30am – 5:00pm M-F).  
**PAY:** \$42,000.00 - \$47,000.00 per year



## ABOUT WEAVER:

We are a family-owned independent insurance brokerage offering personal insurance (home, car, etc.), commercial insurance (workers comp, liability, property, etc.), and benefits (life, health, etc.) to businesses and individuals primarily based in Southern California. We have been in business since 1959 and are passionate about offering exceptional customer service and focused on growing our company to help more people with their insurance and risk management needs.

## POSITION DESCRIPTION:

Commercial Insurance Experience required at a San Gabriel Valley Independent Insurance Broker. Job duties will entail assisting account managers with tasks such as online rating, submissions, following up, billing questions, and other duties.

This is a fast paced desk and will entail multi-tasking. Our agency is located in Southern California. It is not preferred, however, we are open to a 100% remote employee residing in any state but working Pacific Time (PST).

## SKILLS Required:

- Commercial insurance basic coverage knowledge
- Good time management skills
- Good communication skills
- Proactive self-starter
- Comfort with technology
- Experience with online rating of insurance policies (preferably with national carrier such as Travelers, Liberty Mutual, Hartford, Hanover, CNA, Chubb, etc.)

## CORE VALUES

We are looking for someone that fits our organization's core values and culture. We need team players who like to challenge the status quo. We constantly improve and adapt our processes and need team members comfortable with change. Our core values are:

- **GIVE GUIDANCE:** we want to educate our customers and go beyond in providing guidance, not just answering the question they ask.
- **SOLVE PROBLEMS:** we encourage "outside the box" thinking and individuals who strive to solve a problem and are open to pointing out problems while simultaneously offering solutions.
- **BE PROACTIVE:** our approach to all aspects of our operations is to be proactive vs. reactive.
- **BE HONEST:** honesty is key to building trust among our team and our customer. We want to do what's best for our customers even when it's not the best option for us - if your moral compass doesn't innately relate to this philosophy, please do not apply.
- **KEEP PROMISES:** Under-promise and over-deliver. We value people who do what they say they will do when they say they will do it.
- **VALUE TEAMWORK:** We can do more when we work as a team. We work together for the better good of our team and our customers.

**To Apply:** Send your resume to [info@weaverinsurance.com](mailto:info@weaverinsurance.com)