

WE'RE HIRING!



JOB TITLE: Director of First Impressions
HOURS: *Ideally:* Full Time (8:30am – 5:00pm M-F).
Alternatively: Two people splitting the position part-time (hours would depend on the individual sharing the job).
This is an in-person position at our office in Arcadia, CA
PAY: Starting pay is \$15.00/hour

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:

This is a fast-paced desk with significant interruptions. As the first face clients see, you control the first impression we give to others. The role incorporates answering phones, opening and scanning mail, signing for packages and administrative functions assisting our various insurance departments, handwriting and mailing client thank-you notes, facilitating the scheduling and set up of meetings, etc.

SKILLS Required:

- Good time management skills
- Good communication skills
- Comfort with technology (experience with Outlook, Excel, etc.)
- Eagerness to learn and a grow

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