



# IRC Group Services, Inc.

179 South Maple Avenue, Ridgewood, NJ 07450

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www.IRCGroupServices.com

## Now Hiring: Insurance Sales Representative

IRC Group Services, Inc. is now seeking highly motivated individual to join our rapidly expanding team! Our organization has been in business for over twenty-five years, specializing in NY Workers' Compensation & Commercial Insurance.

### General Duties and Responsibilities include:

- Sell insurance policies to potential clients.
- Identify and qualify sales leads generated from a variety of sources
- Maintain reports and records of insurance policies.
- Advise clients on the insurance policies that best suit their needs
- Fill-out and submit applications, issue quotes, maintain client records and prepare reports
- Achieve sales goals through generating new business and cross-selling existing customers
- Provide a positive customer experience
- Keep abreast of industry and market trends and best practices

### Qualifications and Requirements:

- 3-5 years of previous working experience as an Insurance Agent
- Excellent communication and presentation skills
- Well organized with time great management abilities
- Have a Property & Casualty license to sell insurance upon hire
- Confident, motivated individual who works well independently
- Able to multi-task, follow through and follow-up

### Compensation includes:

- Salary commensurate with experience
- Comprehensive benefits package including healthcare, dental, vision, vacation time, personal days, 401K, etc.

To apply for this position please send your resume and a cover letter to:

[TaniaG@irocgroup.net](mailto:TaniaG@irocgroup.net)

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