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## **We're Hiring: Licensed Insurance Agent / Customer Service Representative**

Location: 1010 Kennedy Dr., Ste 401, Key West, FL 33040

Company: Southernmost Insurance Agency Inc

Employment Type: Full-Time | In-Office

We're growing and looking for a motivated and customer-focused Licensed Insurance Agent/Customer Service Representative to join our team!

In this role, you'll work directly with clients to provide exceptional service, support policyholders, and assist with quotes, renewals, and policy changes. If you have strong communication skills, attention to detail, and a valid insurance license, we'd love to hear from you!

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### **Key Responsibilities:**

- Provide outstanding service and support to clients via phone, email, and in-person
- Process policy changes, endorsements, renewals, certificates, and cancellations
- Work with clients on quoting and binding new policies
- Maintain accurate client records in the agency management system
- Educate clients on policy coverage, billing, and claims procedures
- Foster positive relationships with new and existing clients
- Collaborate with other team members to ensure smooth office operations

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### **Qualifications:**

- Active 2-20 or 4-40 Florida P&C insurance license (or applicable state license) required
- Previous experience in personal and/or commercial lines insurance required
- Strong knowledge of insurance products and coverages
- Excellent communication and interpersonal skills
- Detail-oriented with strong organizational and time management abilities
- Proficient in Microsoft Office and agency management systems
- Team player with a strong work ethic and positive attitude

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### **What We Offer:**

- Salary Range: \$45,000 – \$65,000+ per year (based on experience, license level, and performance incentives)
- Medical / Dental & Life Benefits available
- Paid time off and holidays
- Opportunity for growth and professional development
- Continuing education support

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### **To Apply:**

Send your resume and a brief cover letter to [info@southernmostinsurance.com](mailto:info@southernmostinsurance.com) with "Licensed Agent Application" in the subject line.

Join a team where your work makes a difference every day!