Youth Agent Assistant

Company Overview -

Senior Health Solutions is a state licensed insurance brokerage firm that specializes in Medicare Life and Health Insurance. We take pride in outstanding customer service and deliver quality service to all.

This is not a remote position.

Requirements --

- **Must be approved by Missouri Job Center**
- **Recruiting for the Youth Program, other eligibility may apply**
- **Resident of St. Charles County**

Job Summary -

You will shadow an Agent learning the ins and outs of the insurance business, from an Agents perspective. As an Agent Assistant, you will assist our Agents with

- CRM Submission and Documentation
- Mailing of Customer Correspondence
- Assist Senior Agents with Compliance Monitoring
- New Business Submission and Documentation
- Monitor Business by using Carrier Websites
- Clerical work and Data Entry

We will train you in all aspects of the position. This is a part time position (25-30 hours per week), paying $15.00 per hour.

Days and hours negotiable

Must be approved by Missouri Job Center for the Youth Program.