



INSIDE SALES ASSOCIATE

Platinum Supplemental Insurance is on a mission to protect as many Midwest families as possible from the possibility of medical bankruptcy in the face of America's most common illnesses: cancer, heart attack and stroke. Platinum looks at the insurance industry differently and strives to offer our customers and employees only the best experience possible.

As a Platinum Inside Sales Associate, you will facilitate the overall sales process by accepting inbound call activity and providing outstanding assistance and customer service to our inside sales team. You will be part of a fun team of talented and knowledgeable specialists as well as a company that values the personal and professional growth of all its employees.

Primary Responsibilities:

- Provide exceptional customer service to our inside sales team
- Ability to maintain a high level of confidentiality regarding personal information
- Accept inbound call activity as assigned
- Perform miscellaneous clerical duties, such as processing mail and scanning documents
- Assist in tracking and paying Inside Sales commissions
- Positive attitude, high energy level and passion for your work
- Maintain a high level of organization and efficiency
- Perform other duties as assigned

Job Requirements:

- Demonstrate initiative, innovation and creative problem solving
- A positive, customer-focused attitude and flexibility to function in a fast-paced, nimble business environment
- Works well solo or in a team environment
- Excellent written and verbal communication skills and organizational and project management abilities
- Competency in Microsoft Office programs such as Microsoft Word and Excel
- Ability to thrive in a fast-paced and ever-changing environment

Benefits:

- Excellent compensation and benefits package (including health, dental and vision insurance; flex spending account; life insurance; short- and long-term disability; and retirement plan with employer matching)
- Paid vacations and holidays
- Ongoing career development and advancement opportunities available to help you exceed your personal and professional goals
- Employee health and wellness program that includes free personal training, if desired
- Casual dress
- Typical workweek: Monday-Thursday 8 a.m.-5 p.m.; Friday 8 a.m. – 3 p.m.
- Beautifully renovated office facilities on Dubuque's thriving, historic Main Street

About Platinum:

Platinum Supplemental Insurance is one of the most innovative marketers of exclusive supplemental insurance products in the Midwest, offering custom-designed products that include: Cancer Heart Attack and Stroke; Hospital Indemnity and Accident insurance.

Headquartered in Dubuque, Iowa, Platinum's growth is a direct reflection of its commitment to exceed customer expectations with excellent service and affordable products that are underwritten by highly rated companies. Platinum has proudly held an A+ rating from the Better Business Bureau since 2004 for meeting the bureau's accreditation standards year after year.

Equal Opportunity Employer:

Platinum Supplemental Insurance is committed to providing equal employment opportunities (EOE) to all employees and applicants for employment without regard to race, color, gender, religion, sexual orientation, national origin, age, disability, marital status, amnesty or veteran status.

How to Apply:

For consideration, applicants should submit their cover letter, resume and reference information to: agravel@pltnm.com.