

PROPHETSTOWN FARMERS MUTUAL INSURANCE COMPANY



PO BOX 95 • Prophetstown, Illinois 61277 • (815) 537-2251 • Fax (815) 537-2097

Stephen Zobrist, *President*

Jeremy Weaks *Sec/Treasurer*

POSITION: Clerical Office Assistant

Company Background

Prophetstown Farmers Mutual Insurance Company is a member of the Illinois Association of Mutual Insurance Companies. The Company was founded in 1876 to provide fire insurance for farm property. One Hundred Forty-Two years later the company's main mission is to provide the most up-to-date property coverage for today's farm operations. Homeowner and rental property policies in rural Illinois communities are also underwritten by Prophetstown Farmers Mutual.

Position Overview

In this part-time position, you will be responsible for filing, answering the phones, maintaining files, mailing, and reporting. You will also be aiding underwriting with changes, reviewing current policies, and new business. You will also do the initial file set-up of the claims files and gather relevant information needed to pass to the adjuster.

Required Skills

1. Efficient computer skills, with solid understanding and ability to use Microsoft Office products, as well as ability to learn insurance software.
2. Effective communication skills including in-person, over the phone, and electronic communications.
3. Must have strong analytic thinking, decision making, problem-solving, organizational, time management, and team working skills.
4. Ability to be a self-starter, understand and interpret the multiple facets of what goes into the task at hand.

The Ideal Situation

We are looking for someone for a mainly clerical role, that can aid our office in multiple different areas at different times. With this part-time position, we do have a flexible schedule during our office hours to accommodate you, as well as fit our needs.

Please Send Résumé to:

PROPHETSTOWN FARMERS MUTUAL INSURANCE COMPANY

Attention: Jeremy Weaks

PO Box 95

Prophetstown, IL 61277

Or by email: info@pfmic.com