



GRAYBEAL

GROUP, INC.

Position: Crop Insurance Account Manager **Division/Department:** Crop

Working Hours: M-F, 8 AM to 5 PM **Holidays:** US Holidays (Offices are closed)

Employment Type: Full-time (40 hrs a week) **Starting Salary:** Salary Dependent upon Experience

Benefits:

- Health Insurance
- Dental Insurance
- 401K 4% Match
- Profit Pool Opportunities

About the Company:

Graybeal Group Inc. is a professional Insurance company with Licensed Agents and Staff. Our agents specialize in our clients' needs in Carbon, Crop, Agriculture, Non-Profits, Pasture Rangeland and Forage, Farm, Ranch, Auto, Home, and Life Insurance.

What we are looking for:

Responsible for managing and overseeing the crop insurance needs of farmers and agricultural clients. This role typically includes duties related to client relationship management, policy administration, claims handling, and sales support. Below is a detailed description of the Crop Insurance Account Manager's responsibilities:

Required Skills & Qualifications:

- **Education and Experience:** An associate's degree in agriculture, business, finance, or a related field is often preferred and or Experience in the insurance industry, particularly in crop or agricultural insurance, is highly valued. Knowledge of farming operations, agricultural practices, and crop types is beneficial.
- **Communication Skills:** Excellent verbal and written communication skills to effectively interact with clients and internal teams.
- **Sales Ability:** Strong sales acumen with a focus on relationship building and customer service.
- **Analytical Skills:** Ability to assess client needs and risks accurately, recommending appropriate insurance solutions.

www.graybealgroup.com

100 E Gladys Ave, Ste A
Hermiston, OR 97838
t: 541-567-5523

4206 W 24th Ave, Ste A104
Kennewick, WA 99338
t: 509-735-4703

1935 S Hwy 97
Redmond, OR 97756
t: 541-504-2134

130 N Canyon Blvd
John Day, OR 97845
t:541-620-7827

- **Organization and Time Management:** Strong organizational skills to manage a portfolio of clients and track numerous tasks, including claims and policy renewals.
- **Knowledge of Regulations:** Familiarity with agricultural insurance regulations, guidelines, and industry best practices.
- **Problem-Solving Skills:** Ability to address client concerns, resolve issues, and handle claims in a timely and efficient manner.

Key Responsibilities:

1. **Client Relationship Management:**
 - Establish and maintain strong relationships with current and prospective clients (farmers, ranchers, agricultural producers).
 - Provide expert advice on available crop insurance options and recommend suitable coverage.
 - Address client inquiries, concerns, and provide guidance on policy terms and conditions.
2. **Policy Administration:**
 - Review, update, and renew policies based on changes in agricultural practices or client requirements.
 - Ensure policies comply with industry regulations and standards.
 - Handle all paperwork and documentation related to policy applications, endorsements, and renewals.
3. **Claims Management:**
 - Guide clients through the claims process, from filing to resolution.
 - Assist clients in submitting claims, ensuring timely documentation and meeting required deadlines.
 - Follow up on claims to ensure fair and timely processing.
4. **Record Keeping and Reporting:**
 - Maintain accurate and up-to-date client records, ensuring all documents are properly filed and compliant with industry regulations.
 - Prepare and submit regular reports on sales activities, claims, and client renewals.
5. **Education and Training:**
 - Stay informed about changes in crop insurance policies, regulations, and industry trends.
 - Provide ongoing education to clients about insurance products, risk management strategies, and industry developments.
6. **Collaboration:**
 - Collaborate with other insurance agents, underwriters, and the broader team to provide comprehensive client service.
 - Work with internal teams to ensure seamless client experience, from policy creation to claims resolution.

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Core Values

A. What are “Core Values”? - -

Core values are the fundamental beliefs of a person or organization.

These guiding principles dictate behavior.

B. Graybeal Groups’ Core Values

1. *Do the Right Thing* - -

Morally & ethically

Best Interest of our customers, team, carriers, and community.

2. *Teamwork* -

Support each other. TEAM mentality.

3. *Positivity*

In and out of the office

With customers, carriers, vendors and teammates(everyone)

In our win thinking. Negativity is a cancer.

4. *Go the Extra Mile*

Always be willing to do MORE

5. *Always Be Learning*

Conceptual Knowledge (Insurance Education)

Development of a training calendar

Personal Development (reading, seminars, etc.)

About our customers and their needs, better able to HELP them

Hobbies and new skills

6. *Play to WIN*

Be the best

Committed to Growth

Make more money!

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