



## CAREER PATHWAY - ADMINISTRATIVE MANAGER

YMI Insurance | 1737 Schoenersville Rd, Bethlehem, PA 18017 | 610-868-8762

FIND OPENINGS: <https://ymiagency.com/about-our-agency/careers/>

### Business Description

At YMI, our mission is to protect, advise, and improve you. Insurance is how we do that. We offer personal, business, and industry insurance. YMI Insurance has a long history of active community involvement, dating back to the founding of our Bethlehem and Stroudsburg offices in 1955. But we don't stop at being active: the reason we exist, and our main purpose, is to inspire and enable our communities to be their best selves... by being our best selves. At YMI, our team is at the center of everything we do. We are dedicated to attracting and retaining the best agents; all of our agents live in Pennsylvania, have or are working towards professional designations, and have an average of over 15 years in the industry.

### Knowledge, Skills, and Abilities Needed

We're looking for employees who...

- inspire others to be their best
- love to learn and work well in teams
- provide great customer service

### Connect with us on Social Media!



@ymiinsurance



@ymiinsurance



@ymiinsurance



@ymiinsurance



## CAREER PATHWAY - ADMINISTRATIVE MANAGER

**Administrative  
Manager**

Duties: Manage Bookkeeping, accounting, and HR. Be social savvy by creating and posting content relevant to clients needs. Help build our on-line presence and search optimization. Be the face of the organization by attending community and business events to network and grow our brand. Multi-task, think creatively, have strong analytical skills, and experience in admin, bookkeeping, or HR. Salary range \$45,000-\$65,000



**Business  
Insurance Sales**

Duties: Prospect for new business by following sales generated from referrals, community networking, marketing, cold calling, and lead databases. Develop insurance quotes, makes sales presentations, and close sales. Meet new business production goals and objectives as established. Thoroughly understand and follow all underwriting, rating, and compliance requirements. Salary range: commissioned salary



**Insurance  
Customer Service  
Representative**

Duties: Educate and advise clients on the policies that are best suited to their personal needs. With your excellent relationship building talents, help clients round out their accounts and maintain client retention and satisfaction. With your keen attention to detail, update client information and assist with policy changes. No Insurance experience needed-- will train. Salary range: \$35,000-\$55,000/annually.

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