



WESTERN IOWA MUTUAL INSURANCE ASSOCIATION

HOME OFFICE 127 PEARL STREET • COUNCIL BLUFFS, IOWA 51503

Come Join [Our Team!](#)

We're looking for an **EXECUTIVE ASSISTANT** who aligns with our core values. This is a **full-time** position with opportunity for **growth** that comes with a **great salary** and **generous benefits!**

Who you'd be working with: The Executive Assistant will report directly to our Company President and coordinate tasks through his direction. You will also be communicating and coordinating your tasks with other departments including accounting, claims, inspections, and underwriting.

Responsibilities:

- Assist in preparing board meeting materials
- Assist in setting up new directors with supplies and communication info
- Assist with company event and scholarship communication, coordination, and mailings
- Assist with distributing agency contingency checks and communication
- Assist underwriting with endorsements
- Communicate website update requests to our Webmaster
- Maintain and order office supplies
- Prepare premium payments for deposit
- Print, sort, download, and mail premium notices, declaration pages, etc.
- Process cancellations, refunds, and bills
- Process delinquent account communications
- Provide assistance with minor phone or tech related questions and correspondence
- Reconcile bank statements
- Set up claim file info and claim mailings
- Update and maintain our various agent lists
- Other duties as assigned.

Qualifications, Skills, and Experience:

- High School diploma required; Associate or Bachelor's degree preferred
- Previous Executive Assistant or Administrative Assistant experience is a plus
- Previous experience working in the field of insurance and/or agriculture is highly desired
- Must be a loyal team-player who is respectful, dependable, and shows initiative
- Must be able to become licensed as an insurance agent
- Must be able to detect punctuation, spelling, and grammar errors while proofreading written materials
- Must be able to follow instructions and maintain confidentiality
- Must be fluent in English, both spoken and written
- Must be proficient in MS Word, Excel, Outlook, Access, etc. and able to operate MS Mail Merge
- Must have a valid driver's license and a clean driving record
- Must have excellent verbal, phone, and internet communication skills
- Must have excellent organizational and time management skills.

Physical Demands:

While performing the essential functions of this job, you would be regularly required to have the:

- Ability to constantly interact with our agents and the public
- Ability to multitask and deal with work deadlines
- Ability to occasionally lift or move up to thirty (30) pounds

- Ability to see, speak, read, and hear clearly
- Ability to sit for significant lengths of time, as well as the ability to stand, walk, and climb stairs
- Use of hands, fingers, and arms to perform daily duties as assigned.

Who we are: Rich in history, Western Iowa Mutual got its start back in 1876. Since the beginning, our mission has been to provide quality, affordable insurance to farm and homeowners. Poised for growth, we are proud to be represented by over 120 independent insurance agents writing policies in over 40 agency locations throughout our Iowa territory.

For more information on Western Iowa Mutual Insurance Company, please visit our website at www.westerniowamutual.com