

## **Dick Boettcher State Farm Insurance:**

We are a State Farm insurance agency located 41 S Franklin Ave. Pinedale, Wyoming. Our office provides property, casualty, life and disability insurance. This includes automobiles, recreational vehicles, homeowner/renters and commercial coverage. State Farm is known as the number one insurance company and provides multiple lines of business to service our clients. It is a priority of State Farm Insurance to uphold our personal service at a local office, along with the convenience of 24hr/7 days a week phone and online service.

### **Job Description/ Expectations:**

Good communication and customer service skills (answering the phones)

Make daily phone calls to set up appointments for insurance reviews

Ability to greet clientele with enthusiasm and sincerity

Will be expected to shadow office staff performing insurance services

Professional dress/appearance is required

If intern has a driver's license, may be asked to run office errands

**Intern will need to arrange their own transportation to the office. However, driving is not a requirement for this position**