



### **Life & Health Assistant**

The Turbeville Insurance Agency is currently looking for a Life & Health Assistant. This part-time position (20-25 hours per week) will focus mainly on client data management in the agency system, Partner XE. No prior knowledge of the system is required, however this person should have excellent attention to detail.

#### **Specific Job Duties Include:**

- Add prospective clients to Partner XE
- Add all policy information to Partner XE as policies renew
- Add all policy information to XE for new accounts when received from producers/account managers
- Attach policy documents and correspondence to respective client/prospect file
- Create workflow for obtaining all Life & Health commission statements for billing
- Create master list of all Life & Health contact information

Cover letter and resumes should be submitted to Jay Haynes at [jayh@tiasc.biz](mailto:jayh@tiasc.biz).

#### **About Turbeville Insurance:**

With over 25 years of experience, Turbeville Insurance Agency is a full-service dependent Insurance Agency with locations all over South Carolina. Recognized by the South Carolina's Chamber of Commerce as one of the top 100 Privately Owned Businesses in 2016 and 2017, Turbeville Insurance Agency specializes in finding customers the best coverage available in the ever-changing insurance marketplace. Whether it is commercial or personal insurance, Turbeville has dedicated and experienced staff available to meet all clients' needs. For more information visit [www.turbevilleinsurance.com](http://www.turbevilleinsurance.com).