



**OVERVIEW:**

Arrowhead Automotive Aftermarket is looking for high performing customer service professional to join our team. As a Marketing Assistant, you will be responsible for processing and distributing new and renewal business from various approved carriers for presentation by Account Managers and Producers.

Arrowhead Aftermarket, operating as a division of the Brown & Brown Insurance Company, is a narrowly focused market leader in providing insurance products and services to automotive aftermarket business owners and their employees. Our specialized approach offers exclusive access to business insurance programs

If you want to be part of a solid organization that is energetic and growing, contact us today.

**WHY ARROWHEAD AUTOMOTIVE AFTERMARKET:**

We offer a benefits and compensation package that meets today's most important needs and includes:

- A challenging and stimulating career that provides growth and development.
- Group medical, dental, vision, HSA, life, and disability benefits.
- Paid time off and a 401(k) retirement plan as well as an Employee Stock Purchase Plan that allows our employees to purchase Brown & Brown stock at a discounted rate.

**JOB DUTIES:**

- Obtains and processes new business and renewals within the agency management system.
- Verifies that quotes and details within the agency management system are consistent prior to distribution.
- Elevates new and renewal quotes for final review and comparison against marketing plans when applicable.
- Other duties as assigned.

**REQUIREMENTS:**

- High school diploma or equivalent and zero to one year related experience in the insurance industry and/or an equivalent combination of education and experience.
- High level of organizational ability and attention to detail.
- Able to manage multiple priorities and complete tasks and assignments in the required timeframes.
- Excellent written and oral communication skills.
- Possess a high level of motivation to achieve necessary involvement within a team.

We are an Equal Opportunity Employer. We take pride in the diversity of our team and seek diversity in our applicants.