

Sales Support (Internal Sales) (60–80%)

Tragwerk AG | Reinach BL

We are not looking for a walking insurance encyclopedia. We are looking for someone with brains, heart, and determination, a person who recognizes connections, enjoys taking responsibility, and is eager to grow into the world of insurance.

What you can expect

- You are the point of contact between clients, insurers, and the field sales team.
- You handle client inquiries via email and phone.
- You review and prepare quotes, policies, and client files.
- You support our clients in claims cases.
- You maintain our CRM system and actively contribute your ideas.

What you bring

- Enjoyment in organizing, keeping an overview, and thinking one step ahead.
- A team-player mindset with a sense of humor.
- Motivation to learn new things.
- Commercial understanding and basic MS Office skills are desirable.

What we offer

- Flat hierarchies and short decision-making processes.
- An uncomplicated and respectful way of working together on equal terms. We are on a first-name basis.
- A modern workplace with up-to-date work tools.
- Real development opportunities, aligned with you and your commitment.
- A hybrid working model possible in the future.
- A team where you belong, not just function.

VBV certification is part of our industry. If you do not yet have it, we will cover the training costs and support you along the way. Personal exam preparation takes place outside working hours.

Are you unsure whether you are up to the challenge or whether the insurance industry is right for you? No worries: Almost all of our employees, including management, entered the industry from a different professional background. We know from our own experience: Professional knowledge can be learned.

The right attitude is something you bring with you.

Have we sparked your interest?

Then we look forward to getting to know you.

Melanie Marty - COO | Tragwerk AG

+41 79 276 41 63 / m.marty@tragwerk-versicherungen.ch

