

Help Wanted

Wanted: Insurance Agency Customer Service Representative/In house Agent

Location: Raleigh, NC

Job Classification: Customer Service Representative for Independent Insurance Agency in Raleigh, NC. The job would be full time. CSR would handle clerical tasks and basic client questions, endorsements, audits, commercial renewal reviews, and writing insurance policies. Requires excellent communication and public relations skills. P & C licensing is required, and agency experience a plus. Must be computer literate (MS Word, Outlook, Internet etc). Demonstrate professional manner, have a positive work ethic, and dress accordingly. Ability to learn quickly, work with others, and follow agency protocols.

Responsibilities: Handling renewals and quotes for new business for both small commercial and personal lines. Make changes to policies, taking payments, cross sell existing clients, and retention. Work closely with agency staff with audits, reports, and servicing customers.

Position is salaried with 401k and 2 weeks paid/sick leave. Bonus commission on production basis for meeting targets.

Send resumes with 3 reference and cover sheet to 866-503-3851 or jobs@sjadamsinsurance.com.