

Robinson AND Stith

I N S U R A N C E

Robinson and Stith Insurance is currently seeking individuals for a full-time personal lines Customer Service Representative position in New Bern, NC. This position is available immediately. Basic duties would include, but not be limited to:

- Phone calls, emails, and face-to-face interactions with customers
- Quoting, procuring and servicing new and renewal insurance policies for customers
- Remarketing existing accounts as needed
- Basic accounting – invoicing policies and transactions
- Providing documentation to mortgage companies and banks
- Some front-desk phone duty
- Computer skills should include Microsoft Office, Adobe Acrobat, Internet Explorer
- Experience in Applied Systems TAM is preferred, but not required
- Experience in the insurance industry is preferred, but not required

Employee must be a team-player who works well with others. Communication and attention to details are the keys to success for this job.

Employee must be licensed in property and casualty insurance in NC. Employer is willing to entertain unlicensed individuals, but employment will be contingent upon successful completion of licensing.

Employer provides health insurance, life insurance, long-term disability and a matching 401k. Dental and short-term disability are available on payroll deduction. Pay will largely be determined upon qualifications and experience of the applicant. Hours are 8.30am to 5pm, Monday through Friday. Sick days and vacation days are provided.

Employer needs position filled immediately. Please provide resume and references if this description sounds like a fit for your skill set. Applicants will be subject to background check.

If interested, please provide resume by September 20, 2017. Please email resumes to jobs@robinsonstith.com or mail to 513 Pollock Street, New Bern, NC 28562 (Attn: CSR Job).

Job Type: Full-time

8/31/17

513 Pollock Street, New Bern, NC 28562
252.633.1174 phone