

Wanted: Receptionist and Data Processor for Insurance Agency

Entry Level Position: Clerical Office Assistant. Full time. This is not a sales position.

Location: Raleigh, NC

Job Classification: Job would handle clerical tasks, data entry, mail, payments, scanning/filing, and basic client questions. Requires excellent communication and public relations skills. Must be computer literate (MS Word, Outlook, Internet, etc), have basic math skills, and work well with others. Demonstrate professional manner, have a positive work ethic, and dress accordingly. Ability to learn quickly, and follow agency protocols.

Must have a High School Diploma or GED equivalent and pass background/credit check. Prior insurance agency experience a plus but not required.

Responsibilities: Be first to greet customers and handle incoming calls. Receive and apply payments, filing, data processing, reports, correspond with company partners, underwriters, and verify coverage for auto dealers and mortgage companies. Work closely with agency staff with audits, reports, and servicing customers.

Position is salary with 401k matching after 90 days, with paid vacation. Health Insurance available as voluntary benefit through payroll deduction.

Send resumes with 3 references, salary requirements, and cover sheet to jobs@sjadamsinsurance.com.

