

# CUSTOMER SERVICE REPRESENTATIVE

Our agency is currently seeking to add a highly energetic and motivated Customer Service Representative to our team.

**Position is P/T with F/T potential.**

Responsibilities for this position include greeting and servicing all the needs of our clients, as well as advising on coverage and selling additional policies when appropriate.

## **Duties include:**

- Providing service to agency clients
- Cross-selling all products of the agency
- Assisting in managing weekly marketing systems
- Maintaining agency computer files and records
- Overseeing and maintaining client application and policy information

## **Personal characteristics desired:**

- Highly motivated individual, eager to succeed
- Positive thinker with a can-do attitude
- Good organizational skills
- Outgoing and friendly personality
- Bilingual in Spanish

## **Requirements:**

- Proficient with basic word processing computer applications
- High school diploma or equivalent
- Ability to pass P/C and Life license
- Ability to type 40 WPM

We are looking for the right individual to add to our dynamic and energetic team. If this sounds like something you are interested in and you're looking for a new position with advancement and bonus opportunities...send us your resume.

**Compensation package is commensurate with experience.**

**Call me today for more information!**

**Dan Paladin**

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**INSURANCE**