

Personal Insurance Account Specialist (Central Valley)

We are a growing Personal Lines CSR outsourcing service. This is a unique opportunity for highly qualified individuals to work flexible hours in a professional industry.

This is an exciting long-term opportunity for an experienced Personal Lines CSR. We are seeking a dynamic and trusted business professional with solid client relationship skills that enjoys working in a learning environment to master new concepts.

The ideal candidate will be readily adaptable to change and direction, able to juggle multiple priorities and meet tight deadlines with an unwavering commitment to delivering excellence. This position offers a high level of responsibility and requires insurance industry experience with the ability to successfully and efficiently manage a high volume of workload. Exceptional problem solving and communication skills are essential.

POSITION SUMMARY

Individuals will operate independently to provide prompt, accurate and courteous results. The Personal Lines CSR is responsible for the day-to-day servicing of assigned accounts. The incumbent will enjoy providing outstanding service to the client, account executives, partners, and insurance companies. A desire to uphold and embody the corporate values of integrity, leadership, teamwork, respect, professionalism, and stability.

MINIMUM QUALIFICATIONS

- * Minimum five years of experience in Personal Lines account handling.
- * Personal & Property/Casualty license A MUST.
- * Ability to participate in continuing education for the maintenance of insurance license and personal development.
- * Excellent customer service skills including the ability to communicate effectively by phone or email.
- * Ability to work with minimal direction or assistance.
- * Proficient in use of personal computers including a strong understanding of Internet usage and the ability to quickly learn various software programs.
- * Experience working in a paperless environment preferred.
- * Excellent oral and written English communication skills as normally acquired.
- * Must be results-oriented with a strong sense of urgency and accuracy and demonstrate a "can-do" attitude by taking initiative, being enthusiastic, flexible, and dependable.
- * Must be very reliable and punctual.
- * Excellent ability to interact effectively and positively with carrier representatives and individuals at all levels of the organization.
- * Strong organizational skills as demonstrated by the ability to work on several tasks at once with frequent interruptions while meeting sensitive time frames.

This is a unique opportunity; you will be working with insurance agencies throughout the United States. We offer competitive compensation and a flexible work schedule.

ONLY APPLY IF YOU HAVE YOUR PERSONAL & PROPERTY/CASUALTY LICENSE

Please email your resume with salary requirement to:
info@virtualinsuranceservice.com