

JOB POSTING

December 14, 2018

Customer Account Representative – NE10
(Position able to work from a remote location)

- Position Description:**
1. Process Workers' Compensation and Businessowners policy transactions including new business, changes, audits etc. based upon written underwriting guidelines into the policy processing system in a timely manner.
 2. Work with agents and internal underwriting staff to resolve coverage processing questions.
 3. Develop and maintain an acceptable productivity and quality level.
 4. Other duties as assigned

- Qualifications:**
1. Prior experience in property and casualty insurance – commercial insurance is preferred
 2. Proficient PC skills
 3. Effective written and verbal communication skills
 4. Quick Learner
 5. Self-Starter
 6. Ability to keep information confidential
 7. Flexible schedule
 8. Team player.
 9. Proven customer service experience preferred.
 10. Problem solving skills.
 11. Participation in industry related programs such as IIA, etc preferred.

How to Apply: CONTACT MARK SCHUSTER, DIRECTOR HUMAN RESOURCES
MSCHUSTER@RURALINS.COM OR (608) 828-5404