

JOB POSTING

March 15, 2019

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

- Position Description:**
1. Review and accurately enter Personal Auto and/or Homeowners policy change transactions 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
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