

JOB POSTING

January 7, 2022

Associate Customer Service Representative – NE10

(Part-Time)

8am-12pm or 8:30am-12:30pm

Position Description:

1. Sort and distribute incoming mail, UPS deliveries etc.
2. Prepare outgoing mail for 3rd party pickup - UMS etc.
3. Process return mail daily.
4. Process daily new FB membership applications, changes and payments.
5. Monitor and order internal stock as required for mailing internally.
6. Daily opening and application of incoming policy premium (RMIC, Statewide, Crop Hail etc.).
7. Complete scanning as required.
8. Complete and log Loss Run requests.
9. Take requests from 3rd parties for validation of coverage and complete necessary documentation.
10. Other duties as assigned.

Qualifications:

1. High school education or equivalent experience with related courses in property/casualty insurance.
2. Proficient computer skills.
3. Basic bookkeeping/accounting skills.
4. Effective written and verbal communication skills.
5. Basic knowledge of Word, Excel and Outlook.
6. Keyboarding skills of 50 WPM.
7. Ability to be on your feet for a period of time.
8. Ability to lift 25 lbs.
9. Knowledge and understanding of insurance terminology preferred.
10. Ability to operate postal meter and inserting equipment preferred.
11. Bilingual abilities (Spanish, Hmong, etc) a plus.

How to Apply: CONTACT MARK SCHUSTER, DIRECTOR HUMAN RESOURCES

MSCHUSTER@RURALINS.COM OR (608) 828-5404