Insurance Customer Service Representative

JOB DESCRIPTION

Who We Are:

HomeServices of America is a national leader in its industry and Berkshire Hathaway affiliate. HomeServices Insurance, Inc., a division of HomeServices of America, Inc. is an independent, multi-line personal insurance agency representing many top-ranked companies. HomeServices Insurance offers a full array of products at competitive rates including home owners, automobile, personal liability, boat, flood, earthquake and others.

Personal Lines Insurance Account Representative:

HomeServices Insurance is seeking a licensed personal lines customer service representative to provide day-to-day service and direct support to new and existing clients. As a personal lines representative you will support sales programs and business objectives to enhance business strategy and achieve goals relative to profitability, cost control and organizational effectiveness.

Duties and Responsibilities:

- Research and answer clients' and underwriters' calls.
- Advise clients regarding insurance coverage and risk management issues.
- Process insurance policy changes, renewals and cancellations.
- Foster and maintain good working relationships with clients, insurance company underwriters, and real estate sales associates.

JOB REQUIREMENTS

Qualified applicants must be licensed in property and casualty and have at least two years experience in servicing in an insurance sales environment, an Associate's degree is a plus. Must have working knowledge of insurance agency operations, personal lines insurance products, must also have excellent analytical, problem-solving and decision-making skills.

What We Offer:
We offer a competitive pay (base plus commission!) and full benefit package, plus the rewards of working for a recognized industry leader.

If you are interested in joining our growing team, please e-mail your resume with cover letter to insurance@homeservices-ins.com and indicate **Insurance CSR** in the subject line.