



JOB DESCRIPTION

Commercial Lines Insurance CSR Support

Pay Range: \$20.00-\$24.75 per hour

Summary

Since 1911 Glenwood Insurance has provided our clients with peace of mind. We are seeking a full time Commercial Lines Insurance Customer Service Representative. This position requires a high level of prioritization and organizational skills, as well as exceptional interpersonal skills.

Responsibilities

- Serve as the point of contact for all client requests
- Perform general insurance tasks such as auto ID cards, endorsements, and evidence of property insurance
- Assist in completing new and renewal applications and correspondence
- Review and assess coverage needs of existing clients at renewal or other times of change
- Follow workflows and maintain data integrity in agency management system

Competencies

- Technical Capability
- Time Management
- Organizational Skills
- Communication Proficiency
- Teamwork
- Ethical Conduct
- Self-Motivated

License

A valid P&C Insurance License or the ability to obtain one within 45 days of hire (required). We offer employees great benefits, competitive salaries, and a family-focused work culture. This position is an opportunity for your strengths and experience to shine. If this

position is a fit for you, and you would like to be part of a dedicated and innovative group of people, please apply.

Job Type

This is an in-office, full-time position and hours of work and days are Monday through Friday, 8:00 AM to 5:00 PM.

Benefits

- 401(k)
- 401(k) matching
- Dental insurance
- Disability insurance
- Employee assistance program
- Health insurance
- Life insurance
- Paid time off
- Vision insurance

Shift

- Day shift

Weekly Day Range

- Monday to Friday

Work setting

- In-person

Education

- High school or equivalent (Required)

Experience

- Customer Support & Client Services Occupations: 1 year (Preferred)

License/Certification

- Property & Casualty License (Preferred)