



JOB DESCRIPTION

Personal Lines Insurance CSR Support

Pay Range: \$17.50 to \$21.50 per hour

Since 1911 Glenwood Insurance has provided our clients with peace of mind. We are looking for a full-time Personal Lines Customer Service Representative. This position will support our clients with their home, auto, and other personal insurance needs while providing excellent customer service.

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.
- Follow workflows and maintain data integrity in agency management system.

Competencies & Requirements

- A valid Property & Casualty Insurance license or the ability to obtain one within 45 days of hire (required).
- Technical Capability
- Time Management
- Organizational Skills
- Communication Proficiency
- Teamwork
- Ethical Conduct
- Self-Motivated

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

Job Type: Permanent

Salary: \$17.00 - \$24.00 per hour

Benefits

- 401(k)
- 401(k) matching
- Dental insurance
- Disability insurance
- Health insurance
- Paid time off
- Vision insurance

Weekly day range

- Monday to Friday

Work setting

- In-person
- Office

Education

- High school or equivalent (Required)

License/Certification

- Property & Casualty Insurance License (Preferred)

Ability to Relocate

- Glenwood Springs, CO 81601: Relocate before starting work (Required)

Work Location: In person