

CUSTOMER SERVICE & SALES FOR INSURANCE OFFICE

HEARTHSTONE INSURANCE GROUP - Austintown, OH

Posted: **6/29/2020** - Expires: **8/28/2020**

Job ID: 218605025

Job Description

- Accept, process, & enter new applications within our management system or carrier websites to produce proposals for clients.
- Sell proposals to clients and process payments through final sale of products.
- Answer general questions of potential and existing customers.
- Service existing accounts, which includes billing, claims, renewals etc.
- Marketing: Assist owner in any marketing efforts whether it be mail, email, social media, trade shows or other forms of marketing and advertisement.
- Assist ownership in establishing workflow systems for how the office is to operate and function in an effort to streamline production process and quality of business procedures.
- Clerical functions as needed throughout the office.
- Handle and process any payments from customers or deposits. From time to time we may need employee to make deposits into our bank account when necessary.
- Attend any required training by our carriers whether online or in person.
- Inspections: On occasion employee may need to do an inspection of a home or business to take photos and notes for the case file.
- Data Entry: Enter client information into management system or any other programs we use to track clients, renewal dates and any other information we need.
- Track charge backs and assist when clients are not paying premiums.
- Written and verbal communication skills are essential.
- Generate new sales and leads by calling both existing and prospecting new clients over the telephone and through emails.

\$15/hr. wage plus potential for commissions & bonuses. Monday, Wednesday, Friday

9 a.m. to 4:30 p.m. (1/2 hr. lunch) REQ: Background check

APPLY: E-mail Resume to renee.lowery@zoominternet.net or
bsrl@onestopohio.org Subject line: Customer Service & Sales for Insurance Office

Job Summary

Employment Type: Part Time Employee, 5 Years of experience. Will Train

Education Level: Attained Certificate of equivalency for a HS degree

Work Days: Mon, Wed, Fri

Work Shift: First

Salary \$15.00 /hour