

CUSTOMER SERVICE REPRESENTATIVE

GAETANO INSURANCE AGENCY, INC. - Youngstown, OH

Posted: **6/26/2020** - Expires: **8/21/2020**

Job ID: 218563781

Job Description

Seeking Customer Service Representative for a small (2 - 3 people in office), but busy insurance agency.

Must be at least 25 years old.

Must be computer literate and able to use the internet expertly.

Must have great people skills, and phone etiquette.

Must have cash handling experience, and typing skills.

This position has flexible scheduling with some full days and some half days.

This position will turn into 24 - 40 hour position in 2021 to replace a retiring employee.

Wages: \$10.00 to \$12.00/hour 9am to 5pm Monday to Friday

Ability to speak Spanish is a plus.

Prior experience in insurance or BMV relations is very helpful.

We will train the right person. Great long-term potential.

Benefits: Health Insurance available through group plan (but not paid by company), 401K/Retirement Plan, Vacation, Some Paid Holidays.

Requirements: Must have valid Driver's License. Must be able to pass criminal background check. Must use own car. Reference Check

To Apply: Email resume to alldrivers@sbcglobal.net or Fax resume to 330.788.7947