# Commercial Customer Service Rep

**OhioMeansJobs Post # 244163765**

**Blasco & Cummins Insurance**

**Position**

**Commercial Customer Service Rep**

**Job Description:**

Blasco & Cummins Insurance is Hiring a Commercial Customer Service Representative

**Responsibilities**

- Provide personalized attention to commercial accounts including new business and changes to existing policies
- Support of commercial sales producers
- Provide courteous, accurate, and timely communication with clients, co-workers, carriers, and other business contacts
- Set up and maintain accurate information in our electronic agency management system

**Desired skills:**

- High School / GED Education required, College Preferred
- Prior Commercial Lines experience helpful
- Prior experience and working knowledge of AMS360 agency management system is a plus
- Working knowledge of computers and relevant software applications, i.e., MS Office, Outlook, etc.
- Display excellent professional client facing communication skills
- Possess excellent written and verbal skills
- Organization, prioritization, and attention to detail are a must
- Able to work independently and also in a team environment
- Must be punctual, reliable, and able to keep information confidential

The position could be part-time or full-time!

Starting pay: $15-$25/hr

**How to apply:**

Interested applicants may apply by contacting:

Call 440-632-5656 ext. 223

**OPEN DATE**

7/11/2022

**CLOSE DATE**

8/10/2022

If you need assistance or have any questions, feel free to contact:

OhioMeansJobs-Ashtabula County, 2247 Lake Ave., Ashtabula, Ohio 44004. Phone: (440) 994-1234

Please complete the attached OMJ Employment Registration Form and return it to the OhioMeansJobs Center with the job title or job post number so we may assist you with your employment needs.

Thank you and best of luck

OhioMeansJobs Ashtabula County

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