

Holden Insurance - Ashland Commercial Lines – Part time - Customer Service Representative:

Job Description

Local, professional, insurance agency located in Ashland, WI seeks immediate part-time Commercial Lines Customer Service Representative. Flexible hours possible. Opportunity to advance likely.

General duties include directing customer phone calls, daily mail, supporting company mission/goals, working with licensed agents assisting with renewal processing, direct contact with customers and insurance companies, helping with applications, creating proposals, claims tracking and daily entries into management system.

Skills:

- Customer service background
- Proficient written and verbal communication skills
- Proficient Computer Skills
- Ability to be resourceful, problem solve
- Proactive attitude regarding job duties
- Excellent organizational skills
- Multitasking and time-management skills
- Ability to prioritize tasks
- Handle delicate information in discrete fashion required
- Professional attitude and appearance
- High school degree
- History of working with Applied-EPIC Management System experience a plus

Attn: Human Resources, PO Box 351, Ashland WI 54806