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Customer Service Representative - Entry Level Position with an Insurance Agency

We are an award winning American Family Insurance agency in Bear Valley (SW Denver), which focuses on auto, home, business and life insurance. We are actively looking to add a member to our awesome team! This is a full-time position.

This position opens the door to other opportunities in the business and company like:

- Agency Sales Manager
- Agency Branch Manager
- Agency Business Owner
- Corporate Agency Sales Manager

Types of duties performed, but are not limited to:

- Work with current Personal & Commercial lines insurance customers
- Insurance sales of auto, homeowners, and life insurance
- Schedule/confirm appointments
- Answer incoming inquiries from agency clients
- Maintain information in the customer database
- Manage correspondence as required
- Understand products, procedures and best practices for promoting customer growth and retention

Qualified candidates will possess:

- A positive attitude
- Sales ability
- Problem solving ability
- Energetic personality in person and over the phone.
- Excellent PC skills; with experience with Windows-based computer applications
- A coachable attitude
- Detail oriented personality
- Outstanding customer service and people skills
- Licenses in Property/Casualty & life Insurance
- **Licensing must be completed within 30 days of employment with the agency, but is not required for application and/or consideration.
- Organization, prioritization and multi-tasking skills
- Demonstrated oral and written communication skills