

*****NOW HIRING!*****

Full Time Position with Rock Insurance Brokers

Our **Marystown** office is looking to broaden our team! We formerly invite applicants potentially seeking new employment to join us in finding the best insurance in the market for Marystown & surrounding areas!

Looking to add a **Customer Service Representative** position:

- We're creating an opportunity to learn, lead and grow your **CAREER!** This is a mid-level position with insurance industry experience & licensing required. Responsible for servicing a select portion of our clientele. Successful candidate will build relationships with our existing clientele providing the highest level of service to ensure client's individual & tailored insurance needs are exceeded. Duties will include but are not limited to handling policy renewals & retention, mid-term changes, & general client service as required. This is an in office position posting.

What we're looking for:

- Experience in the insurance industry is a must for this position
- A degree/diploma in office administration or equivalent would be an asset
- Office & computer literacy experience including Microsoft Office programs
- A team oriented, organized, punctual & motivated collaborator with initiative
- Eagerness to learn, advance your career with a reliable company & grow professionally
- Professionalism, Confidence, Respectability & Competence
- Excellent communication skills including grammar & writing
- Outgoing, personable with the ability to prioritize & multitask through multiple systems
- Motivation to provide the highest level of servicing to our clients while conducting service in the utmost of good faith

What's in it for YOU:

- Full-Time Employment
- Competitive Compensation – mid-senior level compensation package (depending on experience)
- Flexible Health, Dental, (etc.) Benefit Plans
- Your own office
- Wellness Program / Subsidized Fitness Memberships
- Advancement Opportunities
- Comprehensive Training where required
- Job Stability, lifelong skills & experience
- Joining a family & professional based office environment with a fun team!

We want to hear from YOU! Please apply by sending your cover letter & resume to

careers@rockinsurancebrokers.com