

Customer Service Representative

We are looking to train a motivated young professional to join our team! The Satanoff Agency is a growing financial and lifestyle insurance agency located in Wayne, PA. While we foster a team-oriented culture, our agency thrives on the creativity and individual strengths of each employee. If you are looking to gain professional knowledge and experience while utilizing your unique personality traits, this is a great position for you! We are looking to fill an entry-level position in our personal lines department with the opportunity to grow and expand within the role!

Job Overview/Responsibilities:

- Thoroughly understand and follow all underwriting, rating, and compliance requirements
- Foster strong relationships with our customers to maintain a high level of client retention and product loyalty
- Present and explain insurance policy options based upon prospective client needs and their personal goals
- Provide customers with additional information about new products and services
- Respond to all inquiries, cancellation requests, and sales requests within specified time frame

Requirements:

- BA/BS degree or equivalent work experience
- Possess an upbeat, positive, and enthusiastic attitude
- Proficiency to multi-task, follow-through, and follow-up
- Problem-solving capabilities
- Be willing to obtain a property & casualty insurance license
- Strong communication and negotiation skills

Benefits:

- Competitive salary
- Paid vacation & holidays
- Quarterly incentive programs
- Medical, dental & vision