

INSURANCE AGENT/ ASSISTANT (SANTA ANA)

compensation: TBD

Employment type: full-time

We are hiring a talented Insurance Agent/or Assistant to join our team located in Santa Ana, CA.

Job Overview:

Insurance CSR – Customer service for insurance office; experience preferred. Assists licensed agents and Clients.

Responsibilities:

Ability to explain billing, answer phone calls, and help walk-in clients.

communicate with Agents and clients to keep policies Active.

Follow up with clients advising the status of their policies.

Data entry, running reports, updating client files, and filing.

Qualifications:

Bilingual English/ Spanish Required

Basic computer and typing skills required

Strong multi-tasker

Experience Preferred

Must be reliable, professional, enthusiastic, patient, honest, self-motivated, and team player.

P&C Licensed is a plus

Auto Registration Service experience is a plus

What We Offer:

Job Type: Full-time

Monday - Saturday schedule

Paid Time Off (Vacation, Sick, Holidays)

Career growth opportunities

Our office is in a safe and sanitized work environment for an Essential Industry, comfortable and staffed with motivated persons.

Must submit a resume and be available for an interview with the owner.

Email to: Dolores@maryjuarezinsurance.com

To schedule a time for an interview, please call 714-330-2591