

Joe Parker Insurance Services, Inc.

211 S. Glendora Avenue
Glendora, CA 91741
(800) 321-2651 x 100
donna@equine-ins.com

We are currently looking for an experienced Customer Service Representative who is *licensed by the California Department of Insurance*. Experience with Commercial/Personal Insurance coverage is required. Experience using Hawksoft CMS Management system would be helpful. This position is for full time, regular employment at our office located in Glendora, CA.

Typical duties for this position include:

- Active service of insured accounts
- Issue Certificates of Insurance/Auto ID cards
- Assist in Preparing account submissions/Quotes
- Maintain files in an electronic database system
- Complete spreadsheets
- Other duties, as required, to maintain client relationships

Qualified candidates MUST possess the following:

- Current Fire & Casualty Insurance license
- Excellent written and verbal communication skills
- Minimum of two (2) years of prior insurance experience
- Proficient in most Microsoft Office programs, experience with Applied Systems is preferred
- Professional Work Ethic
- Ability to effectively prioritize & organize workload

Required experience:

- Insurance/Office: 2 years

Required license or certification:

- *Property Casualty Insurance License*

Job Type: Full-time

Salary: \$16.00 to \$20.00 /hour Plus health insurance after 90 days