

## **State Farm Agent**

### **Office Manager/Customer Service Representative (Bilingual/Spanish) Full Time – Beverly Hills, CA**

We are an established insurance agency with over 20 years of experience. I am currently looking for a focused and outgoing individual who desires a career in insurance --this is the job for you!

#### **Responsibilities:**

- Answering phones, responding to inquiries, taking payments, certificates of insurance, quoting and sales for current and new business leads.
- Establish customer relationships and follow up with customers, as needed.
- Work with the agent to establish and meet marketing goals.
- Identify client needs and educate on coverage's, policy changes, and insurance options.

#### **Requirements:**

- Property/Casualty and Life & Health licenses
- Able to learn computer functions
- Excellent communication skills - written, verbal, and listening
- Multi-tasking skills ● Organizational skills ● Problem-solving skills ● Enthusiasm about the role of insurance in people's lives to manage their risks.

If you are motivated to succeed, willing to work hard, and have the desire to achieve results, please apply to our position. We will follow up with you on the next steps of the interview process.

Please submit resume to [marlene@marlenebrown.net](mailto:marlene@marlenebrown.net)