



1769 W La Palma Ave, Anaheim CA 92801

Tel. (714) 491-3010

Positions available

- Customer Service and Sales Representative

Job description

We are looking for a dedicated, self-motivated, and team-oriented representative to provide exceptional service to our valued clients in multiple service-related areas. Must be comfortable in a high paced environment that requires a great deal of multitasking while also remaining detail oriented.

THE REWARDS: Growth within a thriving company with chances to advance to management and supervisory positions.

ABOUT US: We are a professional independent insurance agency, located in Anaheim, CA. We offer a wide variety of top-of-the-line personal and commercial products. We are dedicated to providing small companies, large corporations and individuals with the best possible insurance programs for their particular circumstances. Our agency is proud to be family owned and operated since 2000 and is well respected by our customers and peers.

Aside from insurance we also provide a variety of other services to our clients such as DMV related transaction, Notary Public, and document translation services.

REQUIREMENTS:

- High School Graduate
- P&C Broker License(**Preferred**)
- Insurance experience including basic knowledge of insurance terminology, concepts, and coverage limits(**Preferred**)
- Knowledgeable with computers and able to adapt to Agency Management Systems(**Required**)
- Strong communication skills, both oral and written
- Open availability during the week and Saturdays (**Required**)
- Reliable transportation
- Bilingual in English and Spanish(**Required**)
- Strong math skills
- Comfortable in a high paced environment

Email resumes to the office manager, Karla Cortes, at the following email address:

csr@anaheiminsuranceservices.com and make sure to include any available times to come in for an in-person interview.