



JOB DESCRIPTION

Company: Mahin Insurance
101 South Main
Munden, KS 66959



Position: Customer Service Representative

Position Overview

This position is responsible for providing quotes to customers, recommend coverage, receive claim information, and process premium payments. Must be able to work efficiently and quickly to serve the needs of customers. The ability to maintain bookkeeping systems, database, and records is a must. Qualified candidate must possess outstanding customer service skills and the ability to communicate with clients, prospects, and companies via phone, email, and in person.

Essential Job Functions

- Provide options and premium quotes on available insurance companies
- Evaluate customer's current insurance coverage and needs to recommend coverage
- Receive claims on policies and premium payments
- Furnish information, including completed forms, to underwriters and insurance companies to process applications
- Maintain bookkeeping systems, database, and records
- Serve clients and prospects in a timely manner
- Possess or obtain required licensing

Other Necessary Skills:

- Organization
- Communication
- Computer Skills