

Job Posting: Temporary Customer Service Representative

Position: Customer Service Representative

Hours: 20 hours per week

Schedule: M-F 10-2 (we can adjust slightly if needed)

Time Frame: Start ASAP – January 31st (possibly into February)

Pay: \$12 per hour

Benefits: On the job training, Resume & Reference Building, Some Sick Time will be accrued

Job Description:

We are looking for a part time person to cover the lunch period during our busiest time of year. This job will be one of many hats. Most work will be administrative / clerical in nature. This person will primarily be answering phones, setting appointments, filling, scanning, light office cleaning, accepting customer payments, data entry, and doing random projects assigned by the manager and other staff.

Requirements:

- Professional Communication Skills
- Basic Computer Skills including but not limited to: Microsoft Office, Email, Internet, Typing, Digital Back Up, Adobe Reader, and Social Media
- Friendly demeanor
- Problem Solving Skills
- Able to lift 20-40 lbs on an occasional basis

Preferred Qualifications:

- Customer Service Experience
- Sales Experience
- Advanced Computer Skills
- Bilingual in Spanish
- High level English Coursework and writing skills
- Insurance Licenses
- College Degree

About Us:

We are a local Insurance Agency with three full time agents. We were established in 1987 and sell most types of insurance. We do not use pressure tactics to sell insurance; we build relationships with our clients and act as advisors to them. We are a growing business and this position could lead to a permanent position in the future.

Please e-mail resume and cover letter with 3 references to Jacob@SantaRosaIns.com

We will contact qualified applicants for first round interviews.