

INSURANCE

Experienced Customer Service Representative for Winchester Office

Immediate opening for self-motivated individual to service both personal and commercial property and casualty accounts. Benefits include health insurance and IRA contribution. Experience with Applied Epic is preferred but not required. Salary compensatory upon experience and skills.

Job Duties:

Quoting and New Business Processing

Prospecting

Answering phones

Product Knowledge

Agency Management System Knowledge – Applied Epic

Relationship Building

Billing/Payments

Filing

Preparing Proposals

Servicing Existing Business

Forward resume to:

Neely & Wade Insurance, LLC

P O Box 4254

Winchester, KY 40392-4254

danny@neelyandwade.com