



POSITION AVAILABLE IN MILLBROOK, NY ASSISTANT CSR

Position Title: Assistant Client Service Representative
Reports to: Manager

PRIMARY FUNCTION:

Provide support to Personal Lines and Commercial Lines Department

MAJOR RESPONSIBILITIES:

- Provide prompt and efficient assistance to agency procedures and guidelines
- Work in conjunction with CSR to provide service to customers
- Issue binders, ID cards, certificates and proof of insurance
- Build favorable work relationships
- Maintain confidentiality

QUALIFICATIONS:

- Currently licensed is preferred
- High level of organizational skills and ability with attention to detail
- Ability to be part of a team
- Experience with AMS is preferred

Please submit your qualified resume to:

Marshall & Sterling Inc.
HR Department
110 Main Street
Poughkeepsie, NY 12601

or Email: hrdept@marshallsterling.com