

ROEMER INSURANCE TRANSPORTATION DEPARTMENT JOB OPENING

Customer Service Position

Growing Toledo, Ohio-based specialty insurance agency looking for an outgoing and positive individual to assist our Property & Casualty producers in a customer service position in a fast-paced and professional environment.

Job Duties would include the following:

- Heavy volume of customer contact
- Dealing directly with customers and underwriters via phone and email
- Promptly handling service inquiries
- Gather and process forms and data relating to policies
- Manage customer accounts by working daily with producers
- Filing

Qualifications required:

- Excellent attitude towards the job and co-workers
- Ability to prioritize and multi-task with the highest degree of accuracy
- Ability to communicate effectively with customers, underwriters and co-workers
- Working knowledge of computer systems and software competency i.e. Microsoft Excel, Word
- High School Diploma or equivalent
- Salary commensurate with experience. Full benefits. Ample vacation/PTO.
- Busy yet comfortable work environment where your job satisfaction is our priority

Compensation: Salary \$36K or more based on qualifications and experience, excellent benefits package with 401K match.

Please submit resumes to Pat Lucitte, lucittep@roemer-insurance.com