Responsibilities include but are not limited to:

- Maintaining strong knowledge of all company pricing and policy features
- Submitting and completing forms to bind coverage and quotes
- In-house clerical/documentation work
- Servicing of existing clientele
- Other duties as assigned

Qualifications include:

- Strong communication and interpersonal skills
- Fluent in English and legal working status to work in the US
- Basic computer skills and ability to learn new software as needed
- Possess a positive attitude and strong work ethic
- Bilingual/multilingual preferred

Job Opportunities:

1. Customer Service Representative trainee at Personal Lines Department
2. Customer Service Representative trainee at Health & Life Department

How to Apply:

Please send resume to:
elsa@usnci.com