

COMMERCIAL CSR

With roots in Essex County since the early 1970's, Will Insurance is seeking an experienced RIBO Licensed Commercial Customer Service representative. Candidates must be experienced as a RIBO Licensed Customer Service Representative with current knowledge of the Property & Casualty Insurance Industry. Salary will be determined by education credentials combined with previous experience.

**We have 5 locations & therefore have flexibility to place this position at the following locations:

Tecumseh, Leamington, Tilbury, Amherstburg, Kingsville

Job Description

- Dedication to ensure customer satisfaction and retention
- Provide service and advice by phone or correspondence including renewals, policy changes, client inquiries, follow up and assistance for a portfolio of commercial accounts for multiple producers
- Analyze and process renewals and endorsement, & certificates of insurance in accordance with prescribed guidelines
- Liaise with company underwriters, & multiple commercial producers.
- Embrace the digital progression of the commercial lines business

About You

- R.I.B.O license required
- 2-5 years of previous commercial experience required
- Proficient computer abilities
- Team player
- Exceptional organization and time management skills
- Client focused attitude
- Strong attention to detail
- Positive attitude
- Intelligent
- Eager and quick learner
- Independent
- Self-directed
- Excellent verbal and written communication – with strong telephone skills