Customer Service/Call Center Representative

JOB DESCRIPTION

Schedule: PT (flexible schedule for students)
Compensation: $10-$12
Location: Emeryville

- Calculate premiums and establish payment method.
- Call on policyholders to deliver and explain policy, to analyze insurance program and suggest additions or changes, or to change beneficiaries.
- Confer with clients to obtain and provide information when claims are made on a policy.
- Contact underwriter and submit forms to obtain binder coverage.
- Customize insurance programs to suit individual customers, often covering a variety of risks.
- Ensure that policy requirements are fulfilled, including any necessary medical examinations and the completion of appropriate forms.
- Explain necessary bookkeeping requirements for customer to implement and provide group insurance program.
- Inspect property, examining its general condition, type of construction, age, and other characteristics, to decide if it is a good insurance risk.
- Install bookkeeping systems and resolve system problems.
- Interview prospective clients to obtain data about their financial resources and needs, the physical condition of the person or property to be insured, and to discuss any existing coverage.
- Monitor insurance claims to ensure they are settled equitably for both the client and the insurer.
- Perform administrative tasks, such as maintaining records and handling policy renewals.

Email resumes to lpagan@afarmerscareer.com. For inquiries please contact 510-654-4949 (Office)