



## **Office Services Coordinator/Receptionist**

We are a busy and growing independent insurance agency looking for a friendly, dependable Receptionist to join our team. You'll play an essential role in creating a welcoming experience while supporting the daily operations of the office.

### **What We're Looking For**

- Strong communication skills
- Excellent customer service and interpersonal skills
- Ability to multitask and prioritize in a busy environment
- Positive, professional demeanor
- Computer proficiency with the ability to learn new systems
- Detail-oriented and well organized
- Willingness to study for and obtain an insurance license (agency-provided) within 90 days of hire

### **Basic Job Descriptions:**

- Greet clients in person and over the phone
- Manage a multi-line phone system and route calls to the appropriate team members
- Assist clients with basic questions, payments, and general inquiries
- Handle incoming/outgoing mail
- Support the team with administrative duties and data entry
- Scheduling of appointments
- Expanded responsibilities will include policy servicing and quoting once your insurance license is obtained

Please email your resume and cover letter to: [hiring@trustthecia.com](mailto: hiring@trustthecia.com)