

MANRY | HESTON

PERSONAL LINES CUSTOMER SERVICE REPRESENTATIVE – Manry Heston (Tucker, GA)

Manry Heston, Atlanta's oldest full-line insurance agency, is currently seeking a Personal Lines Customer Service Representative responsible for servicing new and existing personal lines clients. The candidate must have outstanding organizational skills, self-motivation, attention to detail and a strong commitment to a team culture.

Education, Experience and Skills Required:

- High School Diploma. Associates Degree preferred.
- Proficient in Microsoft Office. Excel, Word, Outlook, etc... Familiarity with AMS360 a plus
- Must demonstrate strong sales aptitude, communication skills (written and verbal), ability to build and maintain relationships and multi-task
- P&C license a plus, but not required. Will help obtain.

Benefits:

- Base salary
- Employer Paid Group Medical
- 401(k) with employer match and profit sharing
- Paid vacation, PTO
- Group Life, Long-term disability
- Continuing Education opportunities
- Positive, encouraging work environment within well-established agency

The position is responsible for the servicing of personal lines accounts and selling additional personal lines policies/coverages to existing and new clients. Other responsibilities include, but are not limited to: processing policy renewals, endorsements, cancellations, and rewrites; assisting clients or prospects with their insurance needs and providing coverage recommendations; handling claim related matters with clients and carriers; and preparing quotations including premium and coverage comparisons.

Interested candidates should send a resume' and cover letter to Charles McCollum at cmccollum@manryheston.com or call 770-939-3231 for more information.