

Director of Customer Service

Insurance Services Group is hiring!! We are growing and are looking for the one right candidate. We are looking for someone who is positive, energetic and will fit in with our fun and vibrant culture of go getters.

Job Responsibilities:

Intercept, greet and route inbound calls with excellent phone demeanor while handling basic requests
Assist New Business Manager with daily support activities while learning the details of that position
Input, Track and Manipulate commissions data within excel
Assist Sales staff in serving the needs of our producers
Prepare and send outbound mail and FedEx packages
Maintain a clean office and working environment
Assist the president with various administrative tasks.

Job Requirements:

2 years' minimum customer service experience with an outstanding attitude
Ability to Multi-task and prioritize responsibilities
Positive attitude and team player an absolute requirement!
Ability to see "big picture" and make logical connections

Skill Requirements:

Competence with Microsoft office and general office equipment
Common sense, highly organized and neatness a must
Ability to create unique solutions to variable matrix problems
Associates or 4 year Degree (preferred)

Salary and benefits commensurate with experience

About Insurance Services Group (ISG)

Insurance Services Group is a vibrant, local company with an energetic and youthful team approach to serving the needs of our producers in the insurance and financial services marketplace. ISG is a quickly expanding company and is experiencing continuous managed growth. Become a part of the team early on and growth with the company.

TO APPLY:

Submit resume and cover letter describing interest in this position.