

## **Personal and Commercial Customer Service Representative**

### **Job Location:**

1131 7<sup>th</sup> Ave Ste A-B Vero Beach, FL 32960

### **Job Summary:**

Are you passionate about making a positive difference in customer's lives? Do you find it rewarding to help customers? Do you have a talent for understanding a customer's unique needs and finding a solution? If so, apply today!

Mitchell Insurance Agency is an independent insurance agency with several different carriers that we can write through. We offer a wide range of different options for personal, commercial, life, and health insurance. Our goal is to provide the highest level of service while finding the best rate for our clients and potential clients.

### **Job Description:**

Join the Mitchell Insurance Agency team!

As a customer service representative, you will be assigned to a team which will include one of our sales agents. You will be responsible for answering questions that might arise after the sales cycle. You'll be in charge of any changes to current policies including, car and driver changes, home changes, taking claims information, and anything else needed from clients and or your team.

### **Compensation & Benefits:**

- Competitive Pay
- Paid Holidays Off
- Free Birthday Lunch
- Paid Time Off/ Vacation
- Paid Training
- 401K

### **Position Requirements:**

- High school diploma or equivalent
- Two years of insurance customer service experience preferred
- Property and Casualty insurance licensed is preferred

The staff at Mitchell Insurance believes in the Woody Hayes philosophy of, "you win with people". If you are ready to work with a group of knowledgeable and experienced insurance professionals, apply today! We would love to talk with you!