

## **Turner Insurance Agency, Inc. is hiring!**

### **Sales CSR**

If you are professional, friendly, and like working with people, are detail oriented and have good organizational skills and are comfortable in a sales environment, we would love to hear from you! Job hours are Monday through Friday, 8:00- 4:30pm. Benefits of Health Insurance, Life Insurance, Disability Insurance, Vision Insurance, 401k, Paid Holidays and Paid Time Off are all available. High School diploma required. College degree preferred. Prior insurance industry experience preferred. Proficient in use of personal computer, word processing software, calculator and agency automation software. Ability to perform multiple tasks in a complex working environment, accurately and efficiently.

If not already present, Property/casualty agent's license is to be obtained within 3 month probationary period.

Primary Job Functions: Servicing, Quoting & Selling Auto, Home, Life & Health policies, Answering phones, Greeting clients, Answering billing questions, Taking loss reports, Issuing Certificates of Insurance, Generating client correspondence, General Client Service, maintaining updated Education. Please send resume to [accounting@turnerinsurance.com](mailto:accounting@turnerinsurance.com) or call the office at 724-735-2004 to inquire.