

<b>Job Title:</b>	Assistant Customer Service Trainee
<b>Job Description:</b>	
<p>Assist Customer Service Representatives in Commercial Lines of Business.</p> <p>Work closely with 2 or more business lines CSR's in handling inside Assistant service work associated with the client's insurance program.</p> <p>Assist in endorsement activity, problem solving, checking and booking policies, scanning, reporting functions and other tasks.</p> <p>Knowledge of basic insurance needed.</p> <p>Must be adept at word processing, computer and Internet.</p>	
<b>Job Qualifications:</b>	
<ul style="list-style-type: none"> <li>• Is licensed with 2-20 or 4-40.</li> <li>• One to three years' insurance experience necessary. We will train.</li> <li>• Looking for individuals who have the ambition to grow and elevate into a CSR position.</li> <li>• Must have strong written, verbal and computer skills.</li> <li>• Ability to handle multiple tasks and projects simultaneously.</li> </ul>	
<b>Employee Benefits:</b>	
<p>In addition to an exciting and financially stable environment, the Agency offers a very comprehensive benefit package that is one of the top programs in our industry.</p>	
<b>Salary:</b>	Negotiable depending upon experience
<b>Contact Information:</b>	<p>Fax 954.458.7844 Attention: Recruiter</p> <p>Mail Riemer Insurance Group, Inc. Attention: Director of Recruiting P.O. Box 250 Hallandale Beach, FL 33008-0250</p> <p>Email <a href="mailto:job.openings@riemerinsurance.com">job.openings@riemerinsurance.com</a></p>
<b>PLEASE NOTE: When applying, you must tell us what position you are applying for in order to be considered for employment.</b>	