

Customer Service Representative

Steamboat Select Insurance Group is looking for a highly ambitious and self-driven individual who would like to grow with us as a customer service representative. This is a part time administrative position with the ability to become full time. Compensation is negotiable and based on experience.

This position reports directly to the Account Manager.

Job Responsibilities include but are not limited to:

- Receive All Incoming mail & process accordingly
 - Cancellations and Reinstatements
 - Endorsements
 - Policies
 - Audits
- Process Renewals
- Follow up on endorsement requests
- Certificates of Insurance/Evidence of Property Insurance
- Claims
 - Follow up on claims – status, payments, etc
- Small Business Questionnaires
 - Follow up on returned SBQs
 - obtain quotes
 - notify account manager of concerns

Assist Account Managers on their workload: answering email/phone questions from Companies, Insured's, Lien Holders, etc.

To Apply: Please submit your resume to jobs@steamboatselectins.com