



### **Job Description**

Jeff Kincaid Insurance Group is growing and seeking a sales-minded insurance professional to join the team in our personal lines division.

#### Responsibilities:

- Receive payments
- Manage billing inquiries
- Make outbound calls
- Assist licensed agents
- Develop positive working relationships with clients

#### Skills:

- Pleasant telephone manner
- Strong written and verbal communication skills
- Knowledge of computer programs a must
- The ability to multi task in a fast paced work environment
- Ability to explain complex issues and concepts to customers so that they understand them fully

Great work environment with paid holidays, vacation, and illness. 401K also available. Definite opportunity for growth.

Job Type: Full-time

Salary: \$22,800 to \$27,000/year

Jennifer T. Wilson, Agent

Jeff Kincaid Insurance Agency

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