

POSITION(S) AVAILABLE

求人案内

PERSONAL LINES REPRESENTATIVE

TITLE	PERSONAL LINES REPRESENTATIVE
LOCATION	Torrance, CA or New York, NY
DESCRIPTION	<p>Overview:</p> <p>If you are new to insurance industry, begin your career by learning about our Personal Lines Department operations dealing with personal auto, homeowner's and personal umbrella insurance policies.</p> <p>Job Details & Responsibilities:</p> <ul style="list-style-type: none">▪ Duties consist of all aspect of daily operation including but not limited to preparing ACORD application, quote, certificate of insurance, auto ID cards, endorsement requests, policy check, filing, download policies, data entry.▪ We will provide training. <p>Requirements:</p> <ul style="list-style-type: none">▪ Strong communication skills required for daily interaction with the insurance companies and clients.▪ Must be detail oriented.▪ Must be proficient with Microsoft Word, Excel and PowerPoint with aptitude to learn new systems.▪ 1 or 2 years of experience working in personal lines insurance such as auto, homeowners OR who is interested in insurance industry and likes to work in a professional office environment utilizing English/Japanese Bilingual (with emphasis on strong Japanese language capabilities.) <p>Preferences:</p> <ul style="list-style-type: none">▪ CA or NY Department of Insurance Property & Casualty License is a plus but not required at the time of hiring.
LANGUAGE	Must be able to read/write/speak business level Japanese and English. (Emphasis on strong Japanese language capabilities)
HOW TO APPLY	Please e-mail us your resume (employment inquiry only): redachr@redacinc.com