Personal Lines Assistant

Leslie S. Ray Insurance Agency, a highly respected Five Star Agency located in Beverly MA, is seeking an experienced and self-motivated Personal Lines Assistant

Responsibilities to include:

* Assisting the PL Account Representatives with quoting, endorsements, processing, registry paperwork, binders, and more.
* Assist with customer billing and accepting payments
* Work with carriers when PL account rep requests assistance
* Assist the sales department with setting up new accounts
* Other projects as requested

Requirements to include:

* 2 years of Personal Lines Insurance experience preferred
* Excellent verbal, written, and interpersonal skills
* Being a strong team player
* Good organizational and problem-solving skills
* AMS360 agency management system is a plus
* Property and Casualty license a plus

Our office offers a competitive salary with a commission incentive if licensed, health insurance, long and short term disability, and a generous 401k matching program.

Interested candidates should submit their resume to Sarah Goyette via email at sarahg@leslieray.com