

Local Insurance Agency is seeking a qualified individual for a Client Services Specialist. Individual must possess strong organizational & communication skills while being self-motivated & easy to lead. Due to the fast-paced nature of office setting, individual must also be able to quickly transition from one task to another, while being able to assist other agents with any and all daily administrative tasks. Candidate will also work closely with the public and will need great customer service skills.

Proficiency in Microsoft Office is a must.

Once hired, individual will have the opportunity to obtain TN Producer license & qualify for benefits package after successful probationary period.