

# American National Property and Casualty Company

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**Position Title:** Licensed Customer Service Representative

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**Opportunity Location:** Springfield, MO

## Preferred Skills

- College degree preferred
- Property and Casualty License
- Prior Customer Service experience in an agency office is preferred

## Specific Abilities

- Must have prior experience in the insurance industry
- Incumbents of this position must be proficient in Microsoft Word, Excel and Outlook
- Incumbents of this position must have professional written and verbal communication skills
- They must have proven analytical skills to assimilate various information from multiple sources upon which to base quick and accurate decisions

## Occupation Description:

This position is for a licensed representative that would be located in the ANPAC Home Office Client Service Center.

Responsibilities for the position include handling a large volume of inbound telephone calls from clients regarding their policy. The representative would be responsible for quoting and binding coverage on personal lines policies. They would provide service by answering questions and submitting changes on policies. The representative is required to maintain all continuing education requirements for their P&C License.

This position does not include sales quotas and is not commission based. This position does require an individual to be available to work some nights and weekends.

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*\*If you have any questions or would like more information please contact [Russell Winterberg](mailto:rwinterberg@anpac.com).*