

Customer Service Representative

A local company based in Galax, VA is looking for a customer service representative. We are looking for candidates with excellent people skills, as well as familiarity with Microsoft Word and Excel, along with the following skillset:

- Strong listening skills
- Ability to multitask
- Works well with others

If you are looking to join a successful, growing company that provides opportunities for careers, we would love to hear from you.

Founded in 1896, we have a long history of providing excellent care for our customers and agents located throughout the state of Virginia. We offer compensation packages that include salary, retirement, and health insurance. Our company also provides ample Paid Time Off as well as paid holidays.

The duties of this position include:

- Serve customer and agents by providing product information
- Help agents navigate product line and pricing
- Intake and processing of insurance applications for property coverage
- Uphold customer confidentiality
- Process payments and/or refunds
- Support to other office personnel as needed

This position is a full-time in-office position with office hours of Monday – Friday, 8:30 AM - 5:00 PM.

Interested candidates can submit resumes to gcwinshr@gmail.com