



Morris Insurance & Financial has been located in Broadway, Virginia since 1944. Through our 80 years of serving the Shenandoah Valley, Morris Insurance & Financial has always put our customers first. Serving our customers with the values of honesty and integrity is at the heart of our agency. Serving our clients means having a quality and capable staff of team members that are committed to working together to serve our clients and our community.

Morris Insurance & Financial is looking to expand our team by hiring a qualified Customer Service Representative / Administrative Assistant.

Job Title:	Customer Service Representative / Administrative Assistant
Responsibilities & Duties:	This is a full-time on-site role for a Customer Service Representative / Administrative Assistant at our Broadway office. This position will be the first point of contact for current and potential clients to the agency. The Customer Service Representative is responsible for providing exceptional customer service to clients as well as answering the telephone and collecting money and remitting payments to the correct companies, making phone calls to clients and maintaining accurate logs within the company systems.
Requirements & Qualifications:	<p>The applicant must:</p> <ul style="list-style-type: none"> ● Be reliable and trustworthy ● Maintain a professional appearance ● Have the ability to work in a team environment ● Possess strong technological skills including proficiency with: <ul style="list-style-type: none"> ○ Microsoft Word, Excel and Outlook ○ Google Docs ○ Digital Signatures ● Have excellent communication and interpersonal skills ● Ability to assess client needs ● Excellent organizational and time management skills ● Previous experience in customer service is preferred, but not required. ● Ability to correctly count money and make correct change. ● Computer knowledge including typing, email and more. ● Knowledge of insurance and the insurance industry is preferred, but not required ● Insurance License in Virginia or the willingness to obtain it. <p>The applicant will be required to pass a criminal background check.</p>
Hours Required	<p>While the hours could change, the anticipated hours are:</p> <ul style="list-style-type: none"> ● Monday-Friday: 8:30am-5:30pm



	<ul style="list-style-type: none"> ○ <i>One Hour lunch is included Monday-Friday</i>
<p>Salary & Benefits</p>	<p><i>Salary & Benefits are based on a Full Time (40 hours per week) position:</i></p> <ul style="list-style-type: none"> ● <i>Competitive Salary–Beginning salary will be based on experience.</i> ● <i>*Personal Vacation</i> ● <i>*Paid Sick Leave</i> ● <i>*Health Insurance</i> ● <i>Maternity or Paternity Leave (after one year of employment)</i> ● <i>Retirement Plan (after one year of employment)</i> <p><i>*After 90-day Probationary Period</i></p>

Morris Insurance & Financial supports a policy of equal opportunity employment. It will be the policy of this agency that all personnel policies will be administered without regard to age, race, color, religion, national origin, gender or sexual preference.

It is the desire of Morris Insurance & Financial that all employees will be given the chance to progress as the agency grows. Your progress with Morris Insurance & Financial will depend largely on the initiative and interest, which is shown towards work within the agency and within the community.

All applicants are expected to represent the agency in a positive manner both during work hours and outside of the agency setting.

Morris Insurance & Financial hires individuals who are qualified or trainable for employment as determined by our standards of education, training experience and personal qualifications. All decisions regarding the recruitment, selection and placement of employees are made solely on the basis of job-related criteria. Every effort is made to place new employees in positions which best utilizes their abilities and in which they will be able to achieve opportunities for growth both personally and professionally.

To be considered for this opening please apply online at:

<http://www.morrisinsuranceva.com/apply>