



PERSONAL AUTO
PERSONAL PROPERTY
THE EASE OF
DOING BUSINESS

Inside Sales Representative

SIUPREM, Inc. – Alpharetta, GA
(Part-Time)

POSITION NATURE AND SCOPE:

Rely on instructions and pre-established guidelines to perform the functions of the job. Work under immediate supervision. Primary job functions do not typically require the management of others.

- Prepare quotes for agents from phone calls, faxes or emails. Update and revise quotes as requested.
- Insurance Company, General Agent and policy verifications and documentation.
- Activate, fund and resolve account discrepancies.
- Update policy numbers on accounts.
- Run credit checks.
- Confirm fund receipt to General Agent or Insurance Company.
- Provide customer support to questions about payments due, update addresses on accounts, process Speed Pay payments and insure that all correspondence is handled properly.
- Monitor and report on agency production.
- Manage recurring payment schedules.

QUALIFICATIONS:

Education

- High School Diploma or equivalent.

Experience

- 1-2 years of Property & Casualty Insurance and/or Insurance. Premium Finance a plus.
- Familiar with standard concepts, practices and procedures within the insurance industry.

Computer Skills

- Microsoft Office product knowledge to include Excel, Word and Outlook.
- Ability to adapt quickly to new software applications.

Interpersonal/Communication Skills

- Professional verbal and written communication along with strong interpersonal skills.
- Ability to work in a team, productivity based environment.
- Ability to multitask efficiently and accurately in a fast paced environment.
- Strong organization and prioritization skills.
- Must possess initiative and drive to succeed.



SOUTHERN
INSURANCE
UNDERWRITERS, INC.

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- Detail oriented with strong problem resolution and research skills.
- Ability to analyze a situation and implement a solution.
- Must be customer focused.

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