

## RU Properly Insured, LLC

### Insurance Receptionist

You know that feeling you get when you wake up knowing that you are making a difference, adding value to people's lives, and being a trusted member of a growing team? Would you describe yourself as detailed, service oriented, sales oriented, thoughtful, and love technology? Well, we are looking for professional sales experts – people who can recognize opportunity, create their own path of success, and are action oriented. You can make a difference and we are looking for amazing individuals to join our growing business!



A North Phoenix based Insurance Company is looking for individuals who can bring a spark to this small, growing business. The right person for this opportunity will be great at working their people and sales skills while becoming an excellent representation of the company. Hard work is rewarded financially and in other ways. Experience is important, but most importantly you will need to exhibit passion, pride, and ownership in what you do.

### **Job Responsibilities:**

- Handle high volume phone calls.
- Handle high volume emails.
- Return phone calls – return messages in the system.
- Manage ticketing system for Insurance Company.
- Schedule appointments on the phone and in person.
- Make sure the small office is neat, clean, tidy, and stocked before leaving.
- Resolve issues over the phone with potential demanding clientele.
- Learn how to manage phone lines with multiple callers at one time.
- Set up any new office equipment.
- Add new policies to Tenant Ledgers within Tenant Systems.
- Notify property management to let them know when a policy has been created.
- Manage call logs and data input.
- Other office duties to be assigned.

### **Job Requirements:**

- Impeccable appearance.
- P&C License in Arizona. Life/Health preferred
- Basic understanding of insurance policies and processes.
- Amazing attitude – cheerful and confident!
- Ability to work in a busy office and maintain a professional atmosphere.
- Confident using multiple platforms of technology.
- Become Certified in any software the company utilizes to service clients.
- Google Docs, Google Sheets.
- Pass a Background & Credit Check.
- Pass a Drug Test.

### **Compensation:**

- Hourly Rate is \$18 DOE (full-time)
- Position is W2.

### **Extras:**

- Monday-Friday – Weekends are for relaxing!
- All Federal Holidays Off!
- Company Parties – We are family!
- Comprehensive assessments upon hire to determine your style of working – We use these to get to know you better so we can all work together without workplace drama, plus it helps to determine your best skills to use to your advantage!
- Opportunities available to obtain other certifications and education through our company... we want to INVEST in YOU!



Apply to join our fast-growing company in a fun and upbeat Team environment!

**\*\*\* Call (480) 561-0069 and follow the instructions on the recording. \*\*\***