

Allstate Insurance

Full time Sales/Customer Service Position in a Small Insurance Office.

Employer is willing to hire for part time hours to if student's schedule is a good fit. Office hours are Monday-Friday 8-5.

JOB DESCRIPTION:

This person will be responsible for various office duties including, but not limited to: working leads, writing new business, servicing new business, answering phones, customer interaction, policy changes and more.

Employer will conduct the following:

- Drug Testing/Screening
- Background Checks
- Credit Checks
- Reference Checks
- Motor Vehicle Record Check
- Assessment Testing

A 440 or 220 license will be required. This can be obtained once hired.

REQUIREMENTS:

- NEED TO HAVE AN OUTGOING PERSONALITY WITH GOOD COMMUNICATION SKILLS.
- SALES AND CUSTOMER SERVICE EXPERIENCE IS A PLUS.
- WORK INDEPENDENTLY AS WELL WITH OTHER MEMBERS OF A TEAM, SELF STARTER
- COMPUTER SKILLS: Familiar with Microsoft Office (Word, Excel and Outlook)
- Insurance Experience is not required, but is a plus
- Compensation Rate: Dependent on experience

TO APPLY: Email Resume to: NancyRamsey@allstate.com



COOPERATIVE EDUCATION

Kim Hoyt, Coordinator

Student Union East, Office 59

P (850) 872.3874 E khoyt@gulfcoast.edu

Ask me how you can earn academic credit while working!

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