

Insurance Agency in Altadena is currently looking for a Customer Service Representative to work with customers over the phone and in person. Will also be calling new and existing customers to generate new business. Qualifications include:

- At least 2 years customer service experience
- Basic computer skills including Word and Excel
- Phone sales experience
- Must be bilingual Spanish
- Willing to take classes to get licensed in Home and Auto Insurance after probation period
- Handling customer concerns and complaints
- Full or part-time position
- Pay is \$11.00 - \$12.00 per hour – Depending on Experience
- Medical and Dental Insurance after 3 months probation period
- Hours are Mon-Fri. – 9:00 – 5:30 pm and some rotating Saturdays

Please fax or email resumes to Martha Cerda - mcerda@careerpartners.org

Martha Cerda

Business Services Specialist

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