

Front Office Executive

Lewiston, Maine

Champoux Insurance is looking for a Front Office Executive. The position is a front line position that requires an individual that can multi-task and is willing to adapt to ever changing situations. A professional attitude and attire is required to promote a positive company image to everyone the individual is in contact with. Due to the fast paced nature of the position, a prior understanding of the insurance industry would be advantageous. The candidate must be upbeat, energetic and a team player that is well organized and detail oriented. Daily handling of cash requires the person to be efficient and accurate.

A wide variety of administrative functions will be incorporated into the position as they occur and will require the candidate to prioritize daily requests.

- Promptly answering a multi-line telephone
- Greeting visitors and directing current and prospective insured's to the appropriate agents
- Handling insurance payments: Receiving payments, Uploading payments to companies, Payment documentation, & Processing payments through agency management software
- Utilization of the in-house agency management software
- Working knowledge of various softwares: Microsoft Outlook Word & Excel Assisting agents and support staff in various duties: Processing Mail, Entering cancellations, & Promotional/social media
- Processing deposits for outlying offices
- Communicating with agents and support staff
- Various administrative functions as required to assist staff

Please Apply via email: Chantal@champoux-ins.com