

NFP Property & Casualty Services, Inc. is growing and expanding in Maine!

We have the following position available in our Lewiston Maine location:

Receptionist/ CSR

Job Summary:

- Responsible for greeting walk-in clients, taking payments, uploading the payments to various carrier websites, fielding phone calls, reviewing incoming mail, maintaining client files in database, mail and email correspondence, policies, and ID cards to clients.
- Handle general office operations and procedures, ie: filing, database management, scanning, faxing, emailing, postage meter, open and distribute mail daily.
- Assist and support Personal and Commercial Lines Account Managers as needed.

Qualification Requirements:

- High School graduate, college preferred.
- Must be proficient in Microsoft Office programs.
- Insurance product knowledge helpful.
- The ability to interact with clients diplomatically and professionally is a must.
- Excellent verbal and written communication skills are essential.
- The successful candidate will be highly organized with the ability to prioritize. They must have the ability to work independently and multi-task while paying attention to detail in a fast paced environment.

Benefits:

NFP offers a highly competitive compensation package with exceptional benefits, ongoing education, and potential for growth. Benefits include medical insurance, dental, vision, life insurance, short term disability, long term disability, 401(k) with match, flexible spending accounts, health savings accounts, and long term care.

To apply, please email your resume with a cover letter to: pam.edwards@nfp.com

