The DG&M Agency, Inc is hiring a full-time Commercial Lines Administrative Assistant

DG&M Agency, Inc., was established in 1996 with the sole aim of providing our customers superior service by offering quality insurance products and services to satisfy their needs and exceed their expectations. Since then, our independent agency has grown to serve the needs of individuals and businesses in over a dozen states, providing auto, home, life, commercial, as well as bonds, employee benefits, and disability.

About the Position

The position is for a Commercial Lines Administrative Assistant. The position consists of assisting the Account Managers, speaking with clients regarding billing questions, issuing certificates of insurance, processing change requests and various other support tasks. We are looking for an individual looking to grow and advance as their knowledge of insurance grows.

Skills/Qualifications

- Excellent computer skills
- Excellent problem-solving skills
- Good communication skills both verbal and written
- Excellent time management skills
- The individual must be a team player
- Must be detailed oriented and make getting to work on time a priority

Details

- A person in Business fields would be a great fit.
- We are open Monday through Friday 8:30 am – 5:00 pm and closed on weekends.
- Pay range is $15 - $18 an hour. We have paid vacation, paid sick time, 401K plan, and medical insurance.

How to Apply

If you are interested in this position please email your resume to Tessa Hewitt at thewitt@dgmagency.com