

We welcome referrals, please pass this along to anyone who may be interested.

Harvard | Western

I N S U R A N C E

Customer Service Representative/Receptionist 4420 Albert Street

Harvard Western Insurance presently has an opening for a Customer Service Representative/Receptionist to join its team at our 4420 Albert Street location. This position is accountable for providing superior response and customer service with full-time work hours will be Monday to Friday 8:30 am-5:30 pm with the occasional required Saturday, 9:00 am-1:00 pm.

We are looking for someone with superior organization skills with the ability to succeed in a multi-task and changing work environment. The successful candidate will possess an excellent attitude and enjoy working with people. Strong interpersonal communication skills, written skills, and a professional attitude are required.

What We Can Offer...

- Competitive Salary
- Excellent Health Benefits
- Fantastic Work Environment
- Training Opportunities

We are committed to providing challenging and rewarding opportunities.

Preference will be given to an individual who possesses:

- ♦ Exceptional communication and customer service skills;
- ♦ Excellent organizational skills;
- ♦ Advanced MS Office skills;
- ♦ The ability to work with minimal supervision;
- ♦ Cooperative talent to work with clients;
- ♦ Initiative and a willingness to learn; and
- ♦ Accounts payable/receivable experience is an asset.

Please e-mail your resume and cover letter to careers@harvardwestern.com prior to January 22, 2012. Please reference job code **HWI-12-01**.