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## Consumer Insurance/CSR

### Employer

United Agency LLC  
726 North Summit Street  
Arkansas City, KS 67005

### Job Details

**Job Title:** Consumer Insurance/CSR

**Job Location:** Arkansas City

**Position Type:** Full-Time

**How to apply:** Online

#### **Job Description:**

- Manages insurance company inquiries.
- Resolves customer service problems.
- Documents customer requests
- Finalizes policy adjustments.
- Answers phone calls on the first ring.
- Handle customer questions and complaints

#### **Qualifications:**

- A Property and Casualty Insurance License required to obtain and will help acquire license.
- High School diploma or GED required.
- Positive attitude and get along well with others.
- On time and attention to detail.
- Microsoft word, spreadsheets, excel a must.

#### **Apply:**

Please email your resume with a cover letter to: [loric0815@gmail.com](mailto:loric0815@gmail.com) or [Kcampbell@unitedagencyks.com](mailto:Kcampbell@unitedagencyks.com)