



Job Title: Administrative Assistant/CSR Trainee - Lexington MA

Job Description: Immediate opening in our Lexington location for a highly organized, energetic person excited to learn new technology in a fast-paced environment. Candidate must be extremely comfortable with learning new software and processing information from multiple streams efficiently and accurately. Candidate also needs the ability to multi-task and prioritize based on feedback from multiple sources. The ability to read minds would be ideal! (Of course not, but, compatibility with multiple strong personalities and a pro-active mentality are essential.) If you fit this description, please keep reading!

Tonry's Administrative Assistant/CSR Trainee is a vital member of our team. You are usually one of the first and most frequent interactions our customers and partners encounter with Tonry. Whether the interaction is in person, over the phone or via email, it is important that a positive rapport is established. For this reason, this position needs to be filled by a well-spoken and friendly person with excellent organizational skills and true reliability.

This position provides an exceptional opportunity for growth within Tonry Insurance Group. You will be exposed to all insurance departments – commercial and personal lines.

Job Responsibilities:

- Certificates of Insurance – taking requests, preparation, follow-through for approval, delivery and filing.
- Administrative Tasks for Personal Lines and Commercial Lines Departments
- Back-up Phone/Reception – answering the phone and assisting or directing callers
- Process Customer Receipts and Prepare Bank Deposits
- Outgoing Mail – processing and delivering in the most cost-efficient method
- Other tasks as needed

Qualifications & Experience:

- Minimum 3 years administrative or customer service experience
- Strong computer skills – experience using AMS360 or other management systems and a paperless environment a plus
- Superior organizational and communication skills, flexibility, an eye for detail, and an ability to work independently
- Self-motivating, client caring, and team oriented
- Strong time management skills, ability to prioritize and be efficient

Salary & Benefits: Competitive Salary with Healthcare Plan, Vacation Time, Incentive Bonus Plans, Retirement Plan, Floating Holidays

About Us: Tonry Insurance Group is a family-owned insurance agency with offices in Quincy, Lexington & Webster MA and plans for further expansion. We understand the importance of family balanced with dependability in the workplace and teamwork. The office has a professional atmosphere with occasional “casual dress” days to celebrate a holiday, event or team spirit.

How to Apply: Please submit your resume by emailing jobs@tonry.com or by fax to 617-773-9920. NO phone calls please.