



**Job Title:** Commercial Lines Account Assistant/CSR Trainee

**Job Description:** We have an immediate full-time opening for a team-oriented commercial lines Account Assistant/CSR Trainee in our conveniently located Quincy Office. If your experience is in personal lines, this is the perfect opportunity to learn commercial lines. We are willing to train!

**Job Responsibilities:**

- Assist Commercial Lines Account Executives with day to day servicing of accounts
- Assist with renewals, endorsements and confirmations to clients
- Create and maintain relationships with existing clientele
- Create and maintain relationships with our insurance company partners
- Deliver superior customer service while adhering to guidelines and workflows
- Welcome the opportunity to assist our clients face-to-face when they walk-in
- Be eager to expand your skills and knowledge

**Job Location:** Crown Colony Office Park, Quincy MA

**Qualifications & Experience:**

- Minimum 3 years' experience in personal or commercial lines insurance
- Experience with construction related accounts a plus
- Strong computer skills – experience using AMS360, Winrater and DocSTAR a plus
- Superior organizational and communication skills, flexibility, an eye for detail, and an ability to work independently
- Strong documentation skills and follow-through to facilitate working in a team environment
- 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](mailto:jobs@tonry.com) or by fax to 617-773-9920. NO phone calls please.