



**Job Title:** Commercial Lines CSR

**Job Description:** We have an immediate opening for a team-oriented, experienced commercial lines CSR 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:**

- Create and maintain relationships with existing clientele
- Prepare renewals, endorsements and confirmations to clients
- Welcome and foster opportunities to acquire new clients and round out existing clients by marketing, quoting and delivering proposals
- 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:**

- Current MA Individual Insurance license or willingness to obtain
- 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.