



Job Title: Personal Lines CSR Lexington MA

Job Description: Our Lexington location has an open position for a strong CSR with prior experience to service and grow our personal lines customers. Enjoy the benefits of working with the support of a knowledgeable personal lines team and extensive resources provided by our internal network and technology.

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: Bedford Street Lexington, MA.

Qualifications & Experience:

-) Current MA Individual Insurance license or willingness to obtain
-) Minimum 3 years' experience in personal lines insurance
-) Strong computer skills – experience using AMS360, Winrater and DocSTAR a plus
-) Experience with small commercial lines 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.