



## Customer Service Assistant

**THE POSITION.** This is a 40 hours-per-week position in a growing business that is a direct marketer of insurance through alumni associations. We seek an assistant to provide support to our customer service and building operations. Responsibilities are diverse, including such tasks as:

- Assisting customer service representatives in managing customers' insurance accounts
- Scanning incoming mail and assigning as tasks to team members
- Process incoming insurance service requests from customers
- Answering telephone calls during peak periods
- Gathering information and entering data into computer systems
- Assembling insurance certificates and other documents for mailing
- Processing premium payments
- Proofreading and sending letters
- Operating postage meter
- Running daily errands to post office and other nearby merchants
- Handling various office and building tasks

**REQUIREMENTS.** The position requires the following:

- Ability to maintain confidentiality
- Keen attention to detail and ability to maintain high degree of accuracy
- Having the ability to concentrate in busy office environment
- Ability to adjust to changing priorities
- Being a team player
- Good organization and time management skills
- Computer skills, including strong keying and familiarity with Word and Excel
- A valid driver's license and vehicle
- Ability to work until 6:30pm most weekdays

An Associate's or Bachelor's degree and/or knowledge of insurance terminology is a plus.

**TO APPLY.** Send your resume to [employment@meyerandassoc.com](mailto:employment@meyerandassoc.com) with CS ASSISTANT in the subject line. Please include a cover letter telling us anything you think we should know, including your salary requirements. If you do not live within a 15 mile radius of Chatham, NJ, please explain why a job in Chatham is appealing.