Example of Service Representative Job Description

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Our growing company is searching for experienced candidates for the position of service representative. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for service representative

- Determine the necessity for underwriting reports on new business policies such as MVR's (Motor Vehicle Reports), CBR's (Credit Bureau Reports), CLUE (Comprehensive Loss Underwriting Exchange), and field inspections
- Answer questions from agents via the telephone and E-mail
- Send letters and memos to agents and policyholders including requests for additional information, coverage modification letters and cancellation letters
- Assist agency staff by providing training on our computer systems via the phone
- Prepare new business applications and changes for data entry
- To liaise with and develop relationships with the market company and the dealer network in order to support the commercial activities of the company and its partners
- Provide on-going support to Plan Administrator
- Prepare revisions for plan design changes and implement new plan design changes •Manage target dates with clients and Advisors with respect to plan design changes
- Member and Guest Check in Compliance
- Point of Sales

Qualifications for service representative

- Be able to handle a high volume of administrative tasks

collectively meet departmental goals
- Prefer previous call/contact center experience a plus
- Have the ability to read, write, fluently speak and understand the English language
- Minimum three years of sales experiences preferably in fashion
- Ability to thrive in a competitive, dynamic and quota-driven environment