



Come work with the company voted one of Maine's Best Places to Work seven times! 

Customer Service Representative

Presque Isle, Maine

Join a team that is committed to ensuring that our employees feel empowered, valued, and have opportunities for career growth and advancement. A positive work environment, competitive salaries, and an attractive benefits package explain why so many qualified professionals choose MMG Insurance.

Responsibilities:

- Serves as the Company's first point of contact for customers.
- Provides customer service and telephone assistance with payments, billing, policy and claims information.
- Provide technical support and various general inquiries.
- Performs various data entry assignments to support the production and servicing of insurance policies.
- Sets-up all reported First Notices of Loss.

Qualifications

- Associate's degree and 1-2 years related experience and/or training; or equivalent combination of education and experience.
- Demonstrates excellent verbal and written communication skills.
- Excellent telephone etiquette and interpersonal skills.
- Solid time management and organizational skills.
- Results driven and self-motivated.
- Understands the importance of teamwork.

Benefits offered by MMG:

Our employees are the heart of our business – that's why we offer a competitive total rewards package that includes options and choices to fit your needs such as medical, dental, life insurance, employee profit-sharing, disability income protection, 401k plan, paid time off, and education financial assistance.

About MMG:

Established in 1897, MMG has a rich history of providing peace of mind to our customers. We are headquartered in Presque Isle, Maine with operations in Maine, Vermont, New Hampshire, Pennsylvania and Virginia. A firm commitment to our employees and community along with outstanding customer service is our hallmark.

Please mail cover letter and current resume to:

HUMAN RESOURCES, ATTN: Recruiting, MMG Insurance Company
POB 729, Presque Isle, Maine 04769

Or email to human.resources@mmgins.com

Visit us at www.mmgins.com

or find us on Facebook at www.facebook.com/mmginsurance

