

Riviere Insurance Agency

Receptionist/CSR

412 Canal Blvd., Thibodaux, LA 70301, 985-447-2625

Hours: Monday – Friday 8:00am – 4:30pm (30 minute lunch)

Essential duties:

- Provide excellent customer services to visitors by greeting, welcoming, and directing them appropriately. Notifies company personnel of visitor arrival.
- Answers, screens, and directs phone calls in a professional and courteous manner; takes messages and schedules appointments.
- Receives and distributes mail, documents, packages, and courier deliveries.
- Prepares outgoing mail and packages.
- Process filing on electronic filing system.
 - a. Data input, downloads, evaluate accounts increase/decrease, termination letter
- Ensure emails and faxes are properly and timely processed.
- Back up other office positions.
- Performs administrative and clerical support tasks. Assist agents as requested.
- Maintain office and kitchen supplies.
- Process monthly visa reports.
- Contact clients after a reported claim as courtesy.
- All other duties as assigned.

Qualifications of Job:

- High school diploma.
- Interest in pursuing Licensing.
- Insurance experience preferred.
- Computer experience, including proficient use of Microsoft Office systems.
- Must be a self-starter, able to multitask, have attention to detail and the ability to work with minimal supervision.

Requirements:

While performing duties, the employee is required to sit, stoop, lift up to 10 pounds, type, the ability to communicate effectively with others, and may be required to work evenings and/or weekends, attend remote meetings/trainings and/or travel.

In the performance of respective task and duties, the employee is expected to conform to the following:

- Successfully perform quality work within deadlines with or without supervision
- Interact professionally and confidently with other employees, customers and contacts
- Work effectively as a team contributor on all assignments
- Work independently while understanding the necessity for communicating and coordinating work efforts with other employees and organizations

This job description in no way should be construed as a contract for employment. These job duties may be subject to change at any time due to reasonable accommodation or other reasons. Nothing in this job description restricts management's rights to assign or reassign duties and responsibilities to the job at any time.

Please contact South Louisiana Bank's Human Resource Department if you meet these requirements and wish to be considered for this position, at 985-851-3434

South Louisiana Bank is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or national origin.