



**CORCORAN & HAVLIN
INSURANCE GROUP**

PART-TIME PERSONAL LINES ASSISTANT - Job Description

Location: 287 Linden Street Wellesley MA

Compensation: \$25/hour

Time: Approx. 20 hours/week

If you are looking to further develop your insurance career while having a work/life balance, we are interested in speaking with you! Corcoran & Havlin currently has a position available for a **Part-time Personal Lines Assistant** at our **Wellesley office**.

The Personal Lines assistant will provide support to the Personal Lines Account Managers.

Primary duties and responsibilities:

- Work directly with clients preparing paperwork needed for registering vehicles and trailers
- Processing MA registry transactions
- Become EVR registry certified
- Keep up to date with MA registry changes, guidelines and regulations
- Process changes to insurance policies
- Prepare proof of insurance forms for auto and home insurance
- Work with clients to obtain documentation needed for renewing policies
- Back up to the front desk when needed
- Assist with special projects

Qualifications:

- Excellent verbal and written communication skills
- Be proficient in Microsoft Word, Excel and Outlook
- Ability to maintain high accuracy and thoroughness when executing tasks
- Have a positive attitude
- Be highly organized
- Work well with peers and sales staff
- Be able to create and manage deadlines
- Previous experience with EVR and state registry transactions a plus

Please send your resume to **Jennifer Wheeler** at JWheeler@chinsurance.com