

# Larson Insurance Agency, Inc. Lexington, MA

## Job Title: Personal Lines Insurance CSR

Are you a talented and motivated individual looking to join a growing team in the insurance industry? We're on the lookout for a passionate and customer-centric personal lines CSR to join our thriving agency! Larson Insurance Agency is a family-owned insurance agency with over 60 years of experience. In this position, you will be servicing customer accounts with the following primary responsibilities.

Primary Responsibilities	<ul style="list-style-type: none"><li>● Service and maintain existing accounts.</li><li>● Reviewing coverages and discounts of in force policies.</li><li>● Answering billing, claims and coverage questions.</li><li>● Processing policy changes.</li><li>● Account rounding and cross selling.</li></ul>
Required Abilities	<ul style="list-style-type: none"><li>● Minimum of 2-3 years Property &amp; Casualty Insurance Experience.</li><li>● Prior experience in a full-service agency environment.</li><li>● Knowledge of personal lines insurance products and coverages.</li><li>● Property &amp; Casualty license preferred.</li><li>● Knowledge of registry procedures.</li><li>● Excellent computer skills and knowledge of Microsoft is necessary.</li><li>● Knowledge of Special Agent and Boston Software is a plus!</li></ul>
Benefits	<ul style="list-style-type: none"><li>● Salary negotiable</li><li>● 3 weeks vacation</li><li>● Paid holidays</li><li>-Other benefits available.</li></ul>

If you're ready to embark on a fulfilling career journey with a respected insurance agency, we'd love to hear from you!

Please call (781) 646-9200 or send resume to Carolyn at [Carolyn@crlinsurance.com](mailto:Carolyn@crlinsurance.com)