

DCAP Insurance/Atlantic Agency...” Your Protection and Peace of Mind is Our Only Business”

“DCAP Insurance/Atlantic Agency ...A great place to work”. We believe in strong work ethics as much as we believe in strong work relationships, because all of this will “ultimately benefit” our client! In addition to a positive working environment and competitive compensation, we also offer:

- Employee Retirement Plans
- Medical Insurance Plans for Individuals and Families
- Great Vacation Plans
- Bonus Compensation

Careers at DCAP Insurance/Atlantic Agency

DCAP Insurance/Atlantic Agency employees understand the ins and outs of finding the right policy. Our standards of excellence, honesty, and knowledge allow us to properly serve our clients and to exceed their expectations. We take pride in providing “Protection and Peace of Mind” to all our clients. Our clients are NUMBER ONE.

We have the following positions available:

1.) Customer Service Representative:

a.) Job Description:

Knowledge of insurance policies in order to answer client’s questions, solve underwriting issues and interpret insurance guidelines accurately over the telephone and in person. Must be self-motivated, have excellent problem solving and computer skills and the ability to manage multiple tasks. You will also answer the telephones and correspond with insurance companies on behalf of our clients. 6-day week availability is required, every other week. Training is provided

b.) Skills Required:

One year of customer service experience in a fast paced, detail oriented environment.

- High School Diploma
- Excellent verbal, written and listening skills a must
- Must possess problem solving and decision making abilities
- Organized with proficient documentation skills
- Computer literate

2.) Sales Representative/Broker:

a.) Job Description:

A Sales Representative at DCAP Insurance/Atlantic Agency must be prepared to provide our clients “Protection and Peace of Mind”. To do this you need to be able to Counsel and Educate our clients about DCAP Insurance/Atlantic Agency’s products and services. The ideal sales representative is prepared to provide price quotes through various carriers with whom we do business. You must possess strong communication skills and interpersonal skills, with a proven record of sales abilities. We continually provide up to date training.

b.) Skills Required:

- Ability to perform multiple tasks in a complex, detail oriented environment
- Excellent communication skills
- Must be licensed
- Computer literate

If you possess any of the qualities listed above and are eager to be part of an exciting team in a professional environment, please **Fax your resume to (775) xxx-xxxx** and we will get back to you if we are interested in scheduling an appointment. Our recruiter's contact only those candidates who have provided a resume that most closely matches the qualifications listed above.

Equal Opportunity Policy

DCAP Insurance/Atlantic Agency has an established policy of Equal Employment Opportunity with respect to race, color, religion, age, national origin, marital status, disability, disabled veterans of any war, all veterans of the Vietnam era, and all other categories covered under state and local law. Management is expected to set an example throughout the company that will ensure our objective toward Equal Employment Opportunity for all applicants and employees.