

Your career starts here!

CUSTOMER SERVICE REPRESENTATIVE



BELIZE CITY

KNOWLEDGE & SKILLS:

- Product Knowledge, mathematical skills and being bilingual would be an asset.
- Ability to read, analyze, and interpret technical procedures.
- Ability to write business correspondence effectively and to efficiently present information and respond to questions from managers, co-workers, agents, and customers.
- Ability to plan and organize effectively in order to meet assigned schedule of work.
- Ability to manage a number of simultaneous tasks in order to contribute the timely output of the team's work.
- Proficiency in the use of computers and applications including, Excel, Microsoft Word.

KEY RESPONSIBILITIES:

- Provide a high level of customer service to walk in clients and project a warm, friendly, polite, and professional manner in all business.
- Advise clients of product offerings and determine rates, discounts and policy conditions applicable as per underwriting guidelines.
- Provide answers to customer queries by applying knowledge of general insurance principles & practices and company guidelines/procedures.
- Fully and accurately complete client forms and profile.
- Document and process correspondence and other instructions within one working day.
- Project a warm and friendly manner in all business contacts and maintain a professional relationship with fellow workers, customers, and the general public.

KEY COMPETENCIES AND ATTITUDES:

- Must be a strong team player, flexible, dependable, action oriented, and strategic.

QUALIFICATIONS:

- Minimum Requirements: Associate's degree and a minimum of three (3) years' experience in insurance or customer service role.

HOW TO APPLY?

Submit your Resume to vacancy@rfginsurancebelize.com
2 REFERENCE LETTER + POLICE RECORD + SOCIAL SECURITY CARD
📌 Salary is negotiable based on qualifications and experience.

✉️ **APPLY BY: AUGUST 28TH, 2026** 📌 **SUBJECT: CUSTOMER SERVICE REPRESENTATIVE - BZE**