

Career Opportunity



StayWell Guam, Inc. is seeking a qualified Full-Time candidate to fill the position of

Property & Casualty Representative II

The primary responsibility of this position is to provide information and give assistance to include but not limited to personal home / automobile / home & auto insurance coverage needs to new and/or existing customers by using basic knowledge of insurance policy issuing procedures within the company underwriting guidelines. The incumbent compiles data and performs routine clerical tasks to assist and relieve the department Supervisor and manager of minor administrative duties.

Any combination of education and experience providing the required skill and knowledge for successful performance would be qualifying. Typical qualifications would be equivalent to:

- A high school diploma or equivalent;
- Minimum of one (1) to three (3) years' experience in insurance/finance industry
- Minimum of one (1) year experience in Customer Service;
- Property & Casualty License required
 - Candidates who do not meet this requirement must complete WebCE Pre-licensing course and obtain P&C license before the end of their introductory period.
- Proficient in the use of Microsoft Office (Excel, Word, PowerPoint, Outlook); and
- Computer literate (Windows).

Interested applicants are encouraged to email your employment application **AND** resume to hr@staywellguam.com StayWell Insurance is an Equal Opportunity Employer.