

MAN, LEVY & NOGI, INC.
610 MORGAN HIGHWAY
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(570)586-5459 FAX (570)586-7774

Man, Levy, & Nogi is currently looking for a college intern to perform the following job functions:

- *Personal & Commercial Insurance filing.
- *Obtain Personal & Commercial renewals for various carriers.
- *Data Entry of renewals into Agency Management Systems.
- *Direct billing reconciliation.
- *Answering incoming calls and transferring to Licensed Agent.
- *Assist with Target Markets for Insurance Prospects.
- *Making outbound calls when needed for Marketing.

This position can lead to full time employment for the right candidate.