



Internship Job Title: Customer Service Representative

Company Name: Franklin Mutual Insurance Company

Street Address: 5 Broad Street
City: State: Zip: Branchville, New Jersey 07826
Phone: 973-948-8811
Fax: 973-948-7190
Supervisor's Name: Barbara Kieffer
Supervisor's Title: VP-Office Services
Email: bkieffer@fmiweb.com

Start Date: Flexible
Approximate End Date: Flexible
Hrs/Wk: 8:00 am - 4:30 pm
Wages/Hr: TBD

Specific skills required for this internship:

1. Phone Skills
2. Computer Skills
3. Multitasking

Specific duties the student will learn to perform:

1. Answer phones from policyholders, agents and mortgage companies
2. Process requests – mortgages, cancellations, endorsements
3. Quoting New Business