

Boll Insurance Group L.L.C.

AUTO • HOME • LIFE • HEALTH • BUSINESS

Where Responsible People Find Peace of Mind

ADMINISTRATIVE ASSISTANT/SALES

OPPORTUNITY

We are in search of a happy, detail-oriented, problem solving, people loving addition to our staff. Computer skills and prior office experience required, and insurance experience a plus.

We offer full-time employment with a competitive wage, paid training and vacation, and a pleasant, small office setting.

To learn more, see below. To apply, please mail or email your resume, cover letter, and salary requests to susan@bollinsurance.com by September 22.

Let's do insurance great together!

JOB DESCRIPTION

Receptionist

Work with clients to provide policy information, claims assistance, process payments and answer billing questions

Quote, sell and service insurance policies

Maintain agency's electronic filing, supplies, and perform general office duties

EDUCATION

Minimum high school diploma or equivalent

Property & Casualty insurance license (or ability to obtain within 90 days of hire)

QUALIFICATIONS

Office experience

Proficient computer skills

Love of learning

Strong initiative

Excellent written and oral communication skills

Ability to maintain confidentiality

Ability to work with detail and accuracy

Ability to collect data, establish facts, and draw valid conclusions

Ability to work independently and as a team member

Ability to manage multiple task and work effectively under tight deadlines