



## LANDMARK STAFFING

**Position: Part-Time Administrator**

**Location: Fruita, CO**

**Type: Part Time 15-20 hours per week**

**Wage: \$15.00/ hour**

**360 Insurance offers a variety of coverage for all of your insurance needs. Our local insurance agency based in Fruita, CO has over 10 years of experience providing insurance for farms, ranches, homes and more. 360 Insurance is currently seeking a part-time admin assistant to join their team.**

### **Job Responsibilities:**

- Perform general office duties such as answering phones, greeting customers, receiving deliveries, taking messages, inputting data, and perform various admin duties
- Maintain and organize office areas and office supplies
- Manage incoming mail and paperwork for the team and follow a process with the team members to ensure efficiency
- Ensure all office equipment is operational and has necessary supplies
- Undertake other duties as assigned
- Schedule appointments for clients and assist with insurance quotes and coverage that meets the clients needs

### **Job Requirements:**

- Prior Administrative experience required
- Prior experience with insurance quotes and coverages (preferred)
- General computer knowledge in Microsoft Office, primarily Word and Excel, and Outlook
- Maintain confidential or sensitive information
- Valid driver's license and reliable transportation
- Background Check

### **Knowledge, Skills, and Abilities:**

- Strong accuracy and attention to detail
- Ability to multitask and prioritize
- Be responsive in a timely manner
- Good communication and organizational skills
- Excellent customer service
- Ability to learn new computer programs and skills quickly
- Have a good attitude and work well with others