



## LANDMARK STAFFING

**Position:** Administrative Assistant

**Location:** Grand Junction, CO

**Wage:** \$16.00/ hour

**Schedules:** Part-Time Hours: 20-25 hrs/ week Negotiable schedules (mostly); Full Time during Open Enrollment ( October 15th - December 7th).

**Full Time:** Monday - Friday 8:00 a.m. - 5:00 p.m.

Local Independent Insurance Broker is looking for a Part-Time Administrative Assistant who is well organized, eager to work, and able to thrive in a fast paced environment. Looking for an individual who may be interested in obtaining their insurance license prior to Open Enrollment to assist with processing insurances during peak season.

### **Job Responsibilities:**

- Greet customers and visitors in a professional and friendly manner
- Answer and direct phone calls and pass messages along to the appropriate departments
  - Assist with filing documents in proper places, and pull files for review as needed.
- Help manage the front desk and ensure that the area is kept clean, organized and presentable
- Perform normal administrative tasks such as data entry, filing, and customer service
- Maintain email correspondence and respond in a timely manner to customer and employee inquiries
  - Available to work Full Time hours during Open Enrollment

### **Job Requirements:**

- High school diploma or equivalent
- Proven experience as a Receptionist or Administrative professional
  - Proficiency in Microsoft Office and other computer applications

Knowledge, Skills, and Abilities:



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- Excellent communication and interpersonal skills
- Ability to multitask and prioritize effectively
- Strong organizational and time management skills
  - Strong Attention to detail
  - Familiarity with scheduling software