



## LANDMARK STAFFING

**Position:** Insurance Administrative Assistant

**Location:** Grand Junction, CO

**Wage:** \$17.00/ hour

**Schedules:** Part-Time Hours: 35 hours per week Outside of Open Enrollment period; 40 hours per week during Open Enrollment ( November 1st- December 31st) with possibility of Overtime.

Monday - Friday 8:30 a.m. - 4:30 p.m.

Local Independent Insurance Broker is looking for an Administrative Assistant for their individual health, auto, and home agents. They are seeking a candidate 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
  - Background check is required for this position
- Proven experience as a Receptionist or Administrative professional
  - Proficiency in Microsoft Office and other computer applications (Word, Excel, and Outlook for both calendar and emailing purposes)

### **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