

State Farm Insurance Agency

Position: Office Assistant

Location: Mobile, AL

Organization: State Farm Insurance Agency

Compensation: \$8/hour

Department: N/A

Number of Openings: 1

Duration: 4 weeks/July 3, 2017- July 28, 2017

Time Requirements: Part time, 15 hours/week

Required Academy: Business and Marketing

GPA Desired: None

Start Date: July 3, 2017

Job Description:

- Update and maintain databases such as mailing lists, contact lists and client information
- Answer phones and transfer to the appropriate staff member
- Take and distribute accurate messages
- Greet public and clients and direct them to the correct staff member
- Receive, sort and distribute incoming mail
- Prepare outgoing mail for distribution
- Fax, scan and copy documents
- Maintain office filing and storage systems
- Retrieve information when requested
- Type documents, reports and correspondence

Qualifications:

- Customer Services skills
- Willingness to learn about the insurance industry
- Willingness to learn Microsoft Outlook
- Knowledge of Microsoft Word and Excel
- Must have own transportation
- Must hold junior status