

JOIN OUR TEAM:

ASSISTANT LEVEL 2

ENTRY LEVEL • CAREER OPPORTUNITY



Do you want...

- Steady, reliable work without fear of being laid off?
- An opportunity to advance to above average income levels?
- A great workplace with super friendly co-workers?
- Fast-paced, varied work with no time to get bored?

GROW



If yes, our Assistant Level 2 position may be exactly what you are looking for. Our Assistants provide support for our licensed insurance agents, so our agents can stay focused on client relationships.

The Assistant Level 2 work involves data entry, forms and information processing, administrative tasks, client contact and much more.

The Assistant Level 2 position also serves as the training ground to learn the insurance industry and the opportunity to advance to higher levels of income and responsibility, if desired.

If this interests you, no direct experience is needed. However, here's what YOU need to qualify for the position...

- Our office is highly automated and very tech savvy, so you **MUST** be able to learn and retain new computer activities **EXTREMELY** fast and well.
- You **MUST** get to work reliably. We are located in Boardman, OH
- You **MUST** be able to work during our office hours of Monday thru Friday, 9am - 5pm. If you are an intern, we can accommodate your schedule.
- Administrative and/or insurance agency experience is a plus.

This is an entry level position and pays \$10.00+ per hour depending on prior applicable experience and skill level. Monthly incentives and bonuses available.

Our agency has a 401K, 4% match for eligible employees.

If yes, we hire only the best.

- **DO YOU** strive for excellence
- **TAKE PRIDE** in working pro-actively
- **HAVE A LOVE** for interacting with customers and selling
- **RELIABLE**, trust-worthy and dependable
- **RECOGNIZE** quality services

ADVANCE

To apply, go to:

TheAgentInsurance.com/careers and fill out employment application.

Send your resume with cover letter to:
Kira@theagentinsurance.com

In your cover letter, tell me **WHY** you're a great fit for this position and our company. Include an email address, and I will confirm receipt of your resume. Plus, I can give you more information. Do **NOT** apply via any other method.