

American Family

Contact Person: John Blumenshine

Title: Agent

Email Address: JBLUMENS@amfam.com

Address: 2105 Eastland Dr Suite B; Bloomington; IL 61704

Telephone: 309-664-020

Company's website address: www.amfam.com

Oppportunity Location: Bloomington

For Immediate Hire

Executive Assistant

REPORTS TO: Owner

POSITION PURPOSE: To serve as executive assistant responsible for day to day operations of American Family and to assist the agent as needed to ensure the best possible service to potential and current clients.

DUTIES AND RESPONSIBILITIES:

1. Manage the day to day operations including reception, message taking, scheduling, vendor relations, and filing maintenance.
2. Field email and telephone inquiries and determine appropriate response.
3. Provide customer service.
4. Within 6 months must obtain insurance license. Re-imbusement available after 1 year in position.

QUALIFICATIONS:

1. Work experience in office management or office setting.
2. Knowledge of and ability to use computer systems and applications including: Microsoft office (word, excel, power point), Microsoft Outlook, and Adobe Acrobat.
3. Ability to communicate effectively and courteously.
4. Ability to operate fax machine, copy machine, scanner, and multi-line phone system.
5. Superior planning, organizational, and communication skills.

HOURS AND SALARY:

- 40 hours per week.
- Salary based on experience.

If you have an interest, please email your resume to John Blumenshine at JBLUMENS@amfam.com