

John Mullins Agency (American Family Insurance)

Contact Person: Sara Hines, *Office Manager*

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Company Website: www.johnmullinsagency.com

Position Title: Fall 2011 Internship

Opportunity Location: Normal, IL

Opportunity Start Date: 8/15/2011

Duties:

- Filing
- Payments
- Positive customer contacts

Job Description:

Looking for a Fall 2011 intern who will assist in daily office operations. If license already, intern may work on more in depth customer relations and/or Agent's policy entering processes. If unlicensed, duties will remain at a basic level with filing, answering phones, payment submissions, and/or positive current customer contacts.

*If you are interested in this position, please email shines@amfam.com to set up an interview