

Midwest Insurance

Contact Person: George Niehaus, *Human Resources Manager*
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Address: 300 South Bradfordton Road
Springfield, IL 62711
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Company Website: www.midins.com

Position Title: Underwriting Support Assistant

Opportunity Location: Springfield, IL

Job Description:

Ability to handle assigned tasks, such as receiving, posting and sorting mail by department, indexing mail, handling and mailing of all batch items, invoices, processing electronic change requests and other responsibilities as assigned by management.

The Support Assistant will be skilled at multi-tasking and have a desire to support overall functionality of the Underwriting Division. This individual must possess a positive, energetic and helpful attitude and be able to work within service standards.