

Job Title of this Position	Secretarial Position
Name of Organization	Riley & Associates; Farmers Insurance Agency
Website	www.farmersinsurance.com
Job Location Address	3513 NE 45 th St Seattle, WA 98105
Contact / Supervisor	Michael Riley, (Owner) or Tyler Allen, (Assistant)
Phone Number	(206) 524-2465
E-mail	Tallen1@famersagent.com
<u>Hourly</u> Pay Rate (indicate a range)	\$10-15 hour
Employment Period	Summer Only [<input type="checkbox"/>] Academic Year [<input type="checkbox"/>] Summer & Academic Year [<input checked="" type="checkbox"/>] (7/1/2008- 9/23/2008) (9/24/2008-6/12/2009) (7/1/2008 – 6/12/2009)
Hours per week	Summer: full time program 40 hrs/wk [<input type="checkbox"/>] part time program up to 19 hrs/wk [<input type="checkbox"/>] Academic Year: up to 19 hrs/wk [<input checked="" type="checkbox"/>]

Nature of Business or Organization:

Farmers Insurance – family owned and operated business that focuses on personal service and client insurance needs including home, auto, life, commercial, and FFS.

Duties and Responsibilities:

Secretarial Responsibilities: answering phones, filing, faxing, and working with independent business owners on a daily basis.

Minimum Qualifications:

Positive attitude, hard worker, and computer skills are a plus.

Educational Benefits:

Working in a fast pace business environment that will carry on to any future business adventure.

(For Work Study Office Use Only)

JOB NUMBER 65RFM01 **REIMBURSEMENT RATE:** **FEDERAL** % **STATE** 65 %