

Work Study Job Description

Job Title	Administrative Assistant
Organization Name	Country Insurance and Financial Services
Job Location	Lakewood WA
Address	Lakewood WA Lakewood WA Lakewood WA Lakew
Pay Rate	\$11.00 - \$13,00
Employment Period	Summer, Academic Year
Hours Per Week	40 hrs/wk, 19 hrs/wk
Contact Supervisor	Luann Winter
Phone Number	253-476-4442
Email Address	luann.winter@countryfinancial.ocm
Website	

Nature of Organization
Multi-lines Insurance Agent. I am an Insurance Agent for a multi-line Insurance Company. I sell auto,home, life and disability, health and annuities Products. I have my own office in the Lakewood Wa area.
Duties and Responsibilities
Input of policy information in the Company Data system, all serive work on client policies. Customer servie, cross-selling and general office duties. Setting appointments, and generally assisting me in my office and help acquiring clients for Country Insurance products.
Minimum Qualifications
Work experience, excellent computer skills, phone skills, and interest in Busiess Communication and sales.
Educational Benefits
Working business knowledge, customer service and sales.
How to Apply
Please call my office to set up an interview. 253 476-4442. Agent contact Luann Winter