

# Job Announcement

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Olive Insurance Agency, LLC is searching for an Administrative Professional to help us with a variety of clerical and administrative tasks around the office. In this position, you will answer phones, maintain our database and file systems, and act as a receptionist when clients visit the office. You will also complete data entry and light bookkeeping tasks, so you should be familiar with a wide variety of office administration duties. Our ideal applicant has some experience in an administrative position and strong communication and phone skills.

**Working Title: FULL TIME Administrative Professional    Close Date: October 18, 2021**

**Salary: \$17.00/HOUR**

**Anticipated Start Date: November 1, 2021**

## **Administrative Professional Duties and Responsibilities:**

- Answer phone calls and emails
- Keep an organized file system for important documents
- Manage promotional material inventory, mail out promotional materials
- Send invoices to clients
- Demonstrated effective interpersonal skills and collegiality
- Maintaining a positive, empathetic, and professional attitude toward customers
- Communicating with customers through various channels
- Knowing our services inside and out so that you can answer questions
- Processing payments, forms, applications, and requests
- Keeping records of customer interactions, transactions, comments, and complaints
- Communicating and coordinating with colleagues as necessary

## **Administrative Professional Requirements and Qualifications:**

- High school diploma or GED certificate
- Valid Driver's License
- Dependable form of transportation
- Administrative and data entry experience
- Strong phone, communication, and organizational skills
- Proficiency with standard office software
- Ability to stay calm when customers are stressed or upset

*Olive Insurance Agency, LLC is an equal opportunity, affirmative action institution. Olive Insurance Agency, LLC welcomes applications without regard to age, race/color, gender (including pregnancy), national origin, disability, religion, marital or parental status, protected veteran status, military service, genetic information, sexual orientation or gender identity. Persons must have proof of legal authority to work in the United States on the first day of employment. All applicant information is subject to public disclosure under the Texas Freedom of Information Act.*