

Office Assistant - FT

Luebbering Insurance Agency, LLC
Jefferson City, MO

This person will help with day-to-day operations with mostly behind-the-scenes work, with limited customer interaction.

Duties include, but are not limited to:

- Scanning of documents into our management system
- Retrieving policy documents from carrier websites
- Data Entry
- Filing and dispersing email, eFax and texts
- Other duties as assigned

This position has the opportunity to grow into a licensed customer service representative that will have more interaction with the public after a thorough training period.

This is an 8 to 5 job, Monday through Friday.

Benefits:

- 401(k) matching
- Paid Short-term and long-term Disability insurance
- Health insurance
- HSA Contributions
- Life insurance
- Paid time off
- Holidays
- Vision insurance available for purchase
- Dental insurance available for purchase

Skills necessary for this job

- Organizational Skills
- Computer Skills including
 - Office 365, Outlook, Word, etc.
 - Dual Monitor Usage
 - Search Engine Skills
- Ability to pivot and learn new things

Starting Hourly Pay Range - \$15 to \$18, commensurate with experience.

Please forward your resume with references to HR@Li-ins.com.