

## **Junior Account Manager Assistant**

The following tasks are general guidelines to this evolving position in a growing Commercial Insurance Agency. This position is expected to grow in duties and responsibilities parallel to the agency's growth.

The position requires the following:

- One to two years office experience preferred
- Able to understand complex information
- Excellent Customer Service Skills – oral and written
- Able to multi task and prioritize projects appropriately
- Appropriately document communication with clients and Insurance companies
- Able to work on strict deadlines with complete, thorough and accurate follow through
- Able to work autonomously
- Strong Computer Skills \_ Specifically with Microsoft Word, Outlook and Excel
- Quick learner
- Bilingual (a plus but not required)
- Able to successfully pass a background check
- Able to successfully pass a drug test

We have a dynamic company with diverse business clients. There are often times opportunities for special projects or short deadlines. The ideal candidate will work well in our growing company and be excited by challenges that require him or her to think, be creative and expand their responsibilities. Therefore, the purpose of this task list is to provide a broad range of tasks that are examples of minimum expectations.