

Turner Insurance Agency Inc. is hiring!

Administrative Professional

If you are friendly, enjoy working with people, good at multi-tasking and highly organized, please contact us!

Job hours are Monday through Friday, 8:00- 4:30pm. Benefits of Health Insurance, Life Insurance, Disability Insurance, Vision Insurance, 401k, Paid Holidays and Paid Time Off are all available. High school diploma required. College degree preferred. Insurance industry experience preferred. Proficient in use of personal computer, word processing software, calculator and agency automation software. Ability to perform multiple tasks in a complex working environment, accurately and efficiently.

Property/casualty agent's license is to be obtained within 3 months following the probationary period.

Primary Job Functions: Answering phones, Greeting clients at the counter, Processing Premium Payments, Filing, Scanning, Customer Correspondence, Processing Policy Cancellations, Ordering Supplies, Preparing & Taking Mail & Banking, General Client Service. Please send a resume to accounting@turnerinsurance.com or call the office at 724-735-2004 to inquire.