

## **Turner Insurance Agency Inc. is hiring!**

### **Office Manager**

If you are an experienced office manager who has great communication and organizational skills and would enjoy working in a small office environment, we would love to hear from you!

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. Prior Office Management experience required. 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.

Primary Job Functions: Scheduling meetings & appointments, Reviewing office policies & procedures, Some management of employees, including time off approvals and handling complaints, Organizing office social functions and events, Preparing presentations & reports, Maintaining general office organization & supply orders, Answering phones, Greeting clients at the counter, Processing premium Payments, Filing, Scanning, Mail & Banking Functions, Assist with Agency Correspondence.

Please send a resume to [accounting@turnerinsurance.com](mailto:accounting@turnerinsurance.com) or call the office at 724-735-2004 to inquire.