



WorkSource Vancouver Featured Job

September 13, 2024



Job Title: Receptionist (position thru Dec. possible extension)

Company: Your Insurance Gal Agency

Pay Range: \$17-\$20

Hours: PT **Days:** Mon-Fri

Benefits: paid sick leave according to Washington State Law

Your Insurance Gal Agency is a small insurance agency in Vancouver helping our local area with all things health insurance related. We strive to maintain a friendly, relationship-oriented approach to insurance, and we are looking for someone who can be the first contact in that approach. We are looking for a new part-time Admin / Receptionist for our Agency: Job includes a lot of variety in a dynamic atmosphere. Initial knowledge of health insurance is not required. If you like to organize and multitask this is the position for you. We are prepared to offer thorough training.

Job Summary: Assisting full time team and agents with many office type duties – filing, information gathering, appointment confirmation, problem solving. Keeping office clean, organized, and stocked with marketing material. Answering the phones to help clients or direct calls appropriately. -Scheduling appointments and helping run them smoothly

Requirements: GED or above. Experience with Microsoft Word, PowerPoint, Excel and Outlook Mail OR the ability to gain proficiency in computer programs quickly. Self-motivated organization skills. Excellent communication and ability to work closely with teammates and clients. Friendly and professional phone presence

Complete description & to apply: Diana Brydge admin@yourinsurancegal.com