

Camp Insurance Agency

Job title: Administrative Assistant

Business: Camp Insurance Agency

Work days/times: Mon-Fri, 9am-5pm (you choose your hours depending on your schedule)

Wage: \$10/hr

Start Date: Immediately

Description of work: Help with overall office work. Applicants must use professional verbal and written skills. Job will include answering phones, replying to emails and overall client services. We will teach employees our systems and services to help our clients.

Application instructions: Please email resume & hours available to campinsurance@gmail.com