

RECEPTIONIST / ADMINISTRATIVE ASSISTANT

Forest Insurance in Forest Park is looking for a **Full Time Receptionist / Administrative Assistant**. The successful candidate will be a team player with a positive attitude, who is resourceful, proactive, and is passionate about helping people. Good communication (written & oral) and problem-solving skills, professional appearance and attitude, pleasant phone manner, personal management skills, and comfort with technology required. Two years of experience in client services in a professional office environment is required. Proficiency in Microsoft Windows/Office, Outlook, Word and Excel required, with the ability to easily pick up new technologies. Insurance experience, and a basic knowledge of accounting are preferred. Spanish language skills a plus.

Duties include answering the phones for 18 team members; greeting visitors as the initial point of contact in the office; assisting Commercial Lines account managers with client service activities; agency management system (client database) maintenance; assisting Office Manager with supply inventory and overall facilities management, and assisting Accounting Manager with detailed data entry and reconciliation.

Forest Insurance is an award-winning independent insurance agency specializing in personal and commercial insurance. We represent only A-rated (preferred) insurance companies, including: Allied, Andover, Chubb, Cincinnati, Encompass, Frankenmuth, Hanover, Hartford, Mercury, MetLife, Nationwide Private Client, Progressive, Safeco, Travelers, and West Bend. Since our founding in 1957, we have developed into the largest insurance agency in the Oak Park/River Forest/Forest Park area.

Forest Insurance offers a competitive salary, and a full benefits program (group medical, life, long-term disability, profit sharing, 401K, and educational support and incentives). You will enjoy a professional and friendly office environment on Forest Park's vibrant Madison Street, and the latest software and hardware/technology.

- > Salary: Commensurate with experience
- > Generous educational incentives
- > Benefits: 15 personal days (after 1 year - 20 days after 5 years)

- > Group health insurance
- > Profit sharing & 401k
- > Life & long-term disability coverage
- > Insurance tuition payment – license and insurance designations
- > Professional office environment
- > Hours: Monday through Friday 8:30 to 5:00
- > Summer hours available June - August

If you have a warm, friendly, positive attitude and are a quick, resourceful learner looking for an opportunity with growth potential, this may be the position for you. Please email your resume to jshelstad@forestinsured.com.

No phone calls please! www.forestinsured.com/employment/