

## Agency Office Manager

Amy Cameron Agency, LLC, Shelter Insurance®, has an opening for an Agency Office Manager. This position requires excellent interpersonal and communication skills, organization skills, and knowledge of computer keyboarding and the ability to operate a variety of office equipment.

Individual is responsible for effectively servicing, selling, and assisting with needs related to current or future Shelter policies. This position will require service to policyholders, claimants, and others, as well as maintain all agency records with confidentiality. The ability to develop contacts and network within the local area and community are beneficial.

### What I'm Looking For:

- Willing to obtain and maintain P&C agent's license in Missouri/Kansas and for all lines of business sold by Shelter Insurance®;
- Superior written and verbal communication skills;
- Ability to analyze risks, exercise judgment and make rapid decisions;
- Strong skills in technology;
- Team player, able to manage time and multiple tasks simultaneously;
- Thrive at a high task level.

High School diploma required. College courses focusing on office technology and general business practices preferred. Starting salary up to \$15 per hour, commensurate with experience and education. Position includes 30-minute paid lunch break, paid holidays, 401K, bonuses and starting 2 weeks paid vacation. Additional time off will be acquired with years of service. Full time position: Monday – Friday, 9-5.

Applicants can email their resume to Amy Cameron at

[acameron@shelterinsurance.com](mailto:acameron@shelterinsurance.com) or mail to 101 N. Osage Blvd., Nevada, MO 64772