



<https://jobsfor7.com/job/agency-assistant-state-farm-experience/>

## Agency Assistant State Farm Experience

### Job Location

United States  
Remote work from: USA

### Base Salary

USD 40 - USD 50

### Employment Type

Full-time, Part-time

### Description

• **Job Summary\*** We are seeking a highly organized and detail-oriented Assistant to join our dynamic team. This role is essential in providing administrative support and ensuring the smooth operation of our office. The ideal candidate will possess excellent communication skills, a strong ability to manage multiple tasks, and a proactive approach to problem-solving. **\*Duties\*** – Perform data entry tasks accurately and efficiently, maintaining up-to-date records. – Assist in calendar management by scheduling appointments and coordinating meetings. – Provide support handling in managing appointment bookings. – Utilize Google Suite for document creation, spreadsheets, and presentations. – Exhibit strong phone etiquette while answering calls and directing inquiries appropriately. – Manage time effectively to prioritize tasks and meet deadlines consistently. – **\*Requirements\*** – Proven experience in a front desk or administrative role is preferred. – Strong organizational skills with an ability to manage multiple priorities simultaneously. – Proficient in data entry with attention to detail. – Familiarity with calendar management tools and scheduling software. – Excellent time management skills to ensure efficient workflow. – Ability to type quickly and accurately for documentation purposes. – Proficiency in Google Suite applications (Docs, Sheets, Drive). – Strong phone etiquette and interpersonal communication skills. – If you are looking for an opportunity to contribute to a supportive team environment while developing your administrative skills, we encourage you to apply for this position of Assistant.

Job Type: Full-time

Pay: \$20.00 – \$23.00 per hour

Expected hours: 40 per week

Benefits:

- 401(k)
- 401(k) matching
- Paid time off

Supplemental Pay:

- Bonus opportunities

Application Question(s):

- Have you worked for a State Farm Agency?

### Hiring organization

State Farm

### Date posted

October 15, 2024

### Valid through

31.05.2025

### APPLY NOW

Apply Now

Language:

- English and Spanish with Fluency (Required)

License/Certification:

- Property & Casualty License (Required)