



CUYAHOGA VALLEY  
CAREER CENTER

## Cuyahoga Valley Career Center

### Job Posting #5226 Log Sheet

**Job Posting Date:** 5/22/2024

**Employer Information:** Vince Hrobat Insurance Agency  
**Contact:** Melissa Lambert  
7252 Broadview Rd  
Parma, OH 44134  
**Phone:** 216-524-2007 **Ext:**  
**E-mail:** melissal@hrobatinsurance.com

**Main Business:** Insurance

**Job Title:** Administrative Assistant

**Full/Part-time:** Full-Time **Job Hours:** 8:30-5:00

**Job Duties:**

Responsibilities:

- Answer phones and direct calls to the appropriate party.
- Greet clients and take payments.
- Manage office inventory including stationery and supplies.
- Verify phone numbers, addresses and email addresses with each customer contact and update customer information as needed.
- Provide administrative support to maintain client relationships, by being responsive to their needs and solving or referring problems.
- Schedule appointments for sales staff to meet prospective customers.
- Foster strong relationships with our customers to maintain a high level of client retention and product loyalty.
- Other administrative duties as assigned.

Requirements:

- Possess a willingness to learn. There is a lot to learn and room for advancement in this role.
- Possess an upbeat, positive, and enthusiastic attitude.
- Excellent communication/interpersonal skills.
- A Property & Casualty license is a plus, but not required. Opportunities for advancement will require licensing at employer expense.
- Follow through and exceed current and prospective client expectations.
- Responds to all inquiries, cancellation requests, and sales requests within the specified timeframe.

- No insurance experience required but must be willing to learn.
- Must have strong Microsoft Suite skills (Word, Excel, Outlook, etc.) Experience with Adobe is helpful.

Must Haves:

- Customer service, organization, communication/interpersonal skills, attention to detail, follow-through, Microsoft Suite skills

Good To Have/Will Train:

- Property & Casualty License, Insurance experience, EZLynx comparative rater/management system.

**Compensation:** 15-18/hour

**Special Notes / Additional Information:**

We have an immediate need for a full-time administrative assistant. We are a family owned, independent agency located in Parma, OH. This is an entry-level position with much room for advancement. This is a great opportunity to kick start a career in insurance!

**Minimum Age Requirement?**

18

**How to Contact:** Email resume, In Person, Mail Resume, By Phone

**Seeking:**

High School Student, CVCC Alumni,  
Adult /Job Seeker

**Program Area:**

General, Business & Administration

**E-mailed Job Posting on:** \_\_\_\_\_

**Notes:**