



Job Title:	Administrative Assistant/Policy Processor	Location:	Buxton, ND
Salary Range:	<p>Potential to make at least \$40,000/year</p> <p>Starting at \$19/hour depending upon experience</p>	Benefits:	<ul style="list-style-type: none"> • Health Insurance • Paid Time Off • Retirement • Clothing allowance • Paid holidays • Aflac <p>(some stipulations apply)</p>
Position Type/Hours:	<p>Full-time</p> <p>Monday-Thursday 8am-5pm</p> <p>Friday 8am-4:30pm</p> <p>Overtime may be required around deadlines or for meetings</p>	Travel Required:	<ul style="list-style-type: none"> • Continuing education • Pickup office supplies as needed
HR Contact:	Jennifer Otteson	Website:	countrysidecropinsurance.com
Resumes Accepted By:			
EMAIL: Jennifer@countrysidecropinsurance.com Subject Line: Job Opening		MAIL: Jennifer Otteson Countryside Insurance Agency, Inc. P.O. Box 128 Buxton, ND 58218	
Job Description			
ROLE AND RESPONSIBILITIES Responsibilities: <ul style="list-style-type: none"> • Office receptionist • Learn crop insurance policy • Policy processing • Establish and maintain confidential files and records • Evaluate and cross-check information for accuracy • Customer service • Maintaining office • Agent support • Maintain customer relationship platform • Attend continuing ed classes as directed • Assist with farmer meetings • Occasional public speaking • Office cleaning duties • Other duties as assigned 			

QUALIFICATIONS AND EDUCATION REQUIREMENTS & PREFERRED SKILLS

- Positive attitude
- Reliable
- Proficiency in Microsoft Office
- Administrative degree preferred
- Strong work ethic
- Desire to work in an office administrative environment
- Desire to learn new things
- Ability to solve problems
- Team player/works well with others
- Excellent verbal communication skills
- Solid written and oral communication abilities
- Able to work independently and able to adapt to constant change
- Must be able to maintain confidentiality
- Willingness to learn multiple computer platforms
- Farm background
- Driver's license
- Ability to lift 30 pounds

ADDITIONAL NOTES

There is a 90-day probationary period before any benefits will be in effect.

Countryside Insurance Agency, Inc., only does crop insurance, which is very intense and is an ever-changing product. We strive to stand above our competition with outstanding service and knowledge.

Compensation will depend on experience.

Countryside Insurance Agency, Inc. is an equal opportunity provider.