

# WE'RE HIRING



## RECEPTIONIST - DENISON OFFICE

**DO YOU HAVE A PASSION FOR CUSTOMER SERVICE?**

**DO YOU THRIVE IN A FAST PACED ENVIRONMENT?**

THAMSAGENCY is committed to one goal - Protecting our clients and employees' dreams. For nearly 85 years we have built our business on our core values and commitments to our clients and employees. Did we mention we also have a flexible work environment, competitive benefits and a fun work environment?

### **JOB DESCRIPTION**

The receptionist provides friendly and prompt handling of incoming phone calls and walk in visitors. This position also handles various administrative responsibilities including mail processing, miscellaneous word processing, banking, and general client services.

### **QUALIFICATIONS**

In order to be considered for this position you should have the following skills.

- General competency in Microsoft office products
- Strong Customer Service Skills and Organization skills
- Ability to work well in a team as well as on own.
- Ability to multi task and prioritize key tasks
- Possess excellent communication skills - verbal and written.

**BONUS** - Prior office and insurance industry experience.

### **COMPENSATION**

This is an entry level position at Thams Agency. Growth opportunities are constantly available. This position pays \$11-\$14 per hour for the right candidate.

**Contact Us  
TODAY**

**712-263-3193**

**resume@thamsagency.com**

**www.thamsagency.com**

### **ABOUT THAMS AGENCY**

Founded in 1934 and headquartered in Denison, IA Thams Agency combines leading insurance products, companies and exceptional services to deliver value to our clients across several states.

We are so much more than an insurance office and we do way more than just place insurance. Consider joining the Thams Agency Team today!