

Job Details

Post Date	01/23/2017
Title	Administrative Assistant
Subsidiary	Jack Martin & Associates
City, State	Annapolis, MD
Status	Full-Time
Hours per Week	36 - 40

Description Jack Martin & Associates has an excellent opportunity for an Administrative Assistant. This position performs a variety of support duties of which the following are illustrative: answers telephone for the Agency, identifies callers need and transfers call to appropriate party; opens, sorts and distributes mail and faxes; processes claim updates, payments, and policy cancellations; processes company requests for file information; performs other clerical duties.

Requirements Top candidates will possess the following:

- High School Diploma or equivalent
- Moderate computer, reading, writing, grammar, and mathematics skills
- Proficient communicative and interpersonal relations skills
- Moderate Microsoft Office skills
- Visual and auditory skills
- P&C Insurance License desired, but not required
- Working knowledge of Pleasure Marine insurance products and services helpful

Since 1929, Jack Martin & Associates has provided boat, yacht and marine insurance throughout the U.S. and worldwide to offer clients comprehensive coverage options for new and existing boat and yacht owners. Our independent agents have decades of marine related experience, specializing in boat, yacht and commercial marine insurance. We are built around the character of our people and committed to the success of our clients and our communities.

Jack Martin & Associates is a division of the Avon-Dixon Insurance Agency and a member of the Shore Bancshares community of companies, the largest independent financial services company on the Delmarva Peninsula to offer banking, insurance and investment services to families and businesses in the Mid-Atlantic Region.

We offer competitive wages, excellent benefits, and the opportunity for growth. Jack Martin & Associates is an Affirmative Action /Equal Opportunity Employer of Women, Minorities, Protected Veterans, & Individuals with Disabilities.

Jack Martin & Associates: Good things are happening here.™