



Man-Tra-Con Corporation is working with a local employer to fill the following position:

Job Title: Secretary (EP-071422-01)

Location: Herrin, Illinois

Salary: \$17.00 per hour

Bracy Insurance in Herrin, Illinois, is seeking candidates for a Secretary position. Secretary reports to the agency owner. Work schedule is Monday through Friday, from 8:00 a.m. to 5:00 p.m., with one hour for lunch.

Responsibilities

- Work on a daily basis to assist in the work flow of the agency
- Assist customers in providing service to their accounts
- Coordinate file management of customers' files
- Provide support to the customer service representative

Job Duties

Assist customers with requests for policy servicing, such as:

1. Collect premium payments
2. Provide a receipt for payment
3. Process payment to company as appropriate: upload or check
4. Process change requests in the agency management system and obtain customer signature on change request
5. Provide auto ID cards upon request
6. Obtain quote information and relay to customer service representative to be quoted

Data Entry

1. Process policy changes in agency management system
2. Process cancellations in agency management system
3. Reconcile petty cash drawer and prepare a deposit
4. Check customer payment log to be sure all payments were processed

File Management

1. File all correspondence and information from companies from previous days work
 2. Check the files that they are set up properly
 3. Create new files as necessary, placing older information in a separate file with the current file
- Note: When the office begins scanning and e-filing, this will no longer be necessary.

Requirements

- High school graduate with a minimum of 2 years business experience.
- Knowledge and the ability to use a computer
- Good organizational skills
- Good communication skills and ability to work with customers and co-workers

How to Apply

This employment opportunity is available at no cost to you! To apply, send your resume to EmilyPerks@mantracon.org

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