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### **About Zylinsky Insurance Agency**

*At Zylinsky Insurance Agency we provide personalized service to our individual and employer clients as they seek a variety of insurance needs. We work with leading companies to help our clients purchase the best life, disability income, health, long-term care, dental, vision, accident, and cancer insurance to meet their needs. In addition, we also market individual retirement accounts (IRAs) and annuities.*

### **Client Services Administrator**

Zylinsky Insurance Agency seeks a Client Services Administrator who maintains confidentiality while managing office operations including answering telephone and email inquiries, addressing client concerns, maintaining electronic and paper client files for currency and accuracy, and performing other ongoing clerical and administrative duties using Microsoft Office software.

The Client Services Administrator will be responsible for requesting quotes from insurance carriers and comparing benefits and rates using Microsoft Excel, and for submitting applications and enrollment material to carriers for clients, as well as following up to ensure processing and renewals are completed in a timely manner.

The successful candidate who joins the Zylinsky Insurance Agency team must possess excellent verbal and written communication skills as well as strong creative, organizational, and time management skills to initiate and manage multiple projects. In addition, the successful candidate possesses excellent computer literacy skills to master office and proprietary software tools utilized by the Agency. Further our team members recognize the necessity to maintain professional and technical knowledge by regularly attending educational seminars and trainings.

It is an expectation that the successful candidate be a self-starter who is proactive, accountable, and able to work independently in a fast-paced environment. Ideally, the Client Services Administrator will obtain licensure to assist clients in selecting and purchasing the best product for their needs. Advancement opportunities are available.

**Minimum requirements:** Two to four years of administrative office experience using computerized office management software (complete Microsoft Office Suite). Two or four-year degree in business, human resource management, or similar field preferred.

**Compensation:** Hourly rate commensurate with experience and education. Benefit package available after 90 days. Paid time off available after six months.

To apply please submit your resume, cover letter, three references and contact information to [christine@zylinskyinsurance.com](mailto:christine@zylinskyinsurance.com). No phone calls, please. Resumes will be accepted and reviewed until the position has been filled.

Email: [gzylinisky@zylinskyinsurance.com](mailto:gzylinisky@zylinskyinsurance.com)