

**Academy of Business & Finance**

*~ Internship Posting Form ~*

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| **Company Name:**  | **Zielinski Allstate Agency** |
| **Company Address:**  | **3720 South Park Avenue****Blasdell, NY 14219** |
| **Contact Name:** (Supervisor’s name who is reviewing applicant paperwork) | **Renee Richardson** |
| **Contact Person** **Phone Number:** | **256-1117** |
| **Contact e-mail address** | **rrichardson1@allstate.com** |
| **Start Date:**  | **June 2019** |
| **Job Description**:*Specific Details of Responsibilities* *May attach a specific job description* | Customer onboarding SpeicalistAssist in office tasks. Filing, Mailings, Data entry or computer work. Phone Skills, directing customer inquiries, assisting office and upper management with day to day operations of running a small business. Making payments, Carco Inspections, calling clients for follow up items |
| **Recommended Skills:** | Coachable, personable, compassionate, empatheticExcellent Verbal Communication, Strong Telephone skills, proficient with Word & Excel, Outlook, good typing skills, strong organizational skills, ability to pay close attention to detail. Helpful, friendly |
| **Posting Deadline Date**: | **June 1, 2019** |
| **Pay Rate:** | **Minimum Wage** |
| **No. of Positions Available:** | **1** |
| **Job Application Required** | **YES** |
| **Other requirements** | **Client confidentiality is a MUST!** |