

**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**](mailto:rrichardson1@allstate.com) |
| **Start Date:** | **June 2019** |
| **Job Description**:  *Specific Details of Responsibilities*  *May attach a specific job description* | Customer onboarding Speicalist  Assist 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, empathetic  Excellent 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!** |