



HORNAFIUS INSURANCE  
23 South Market Street  
Elizabethtown, PA 17022

(800) 367-5126  
(717) 367-5126  
Fax: (717) 367-5827

**Job ID:** 6665

**\*Job Title:** Office Assistant

**Job Reference Num**  **:**

**Organization Name:** [Hornafius Insurance Agency, Inc.](#)

**Linked Contact:**  [Lily Sears](#)

**No of Openings:** 1

**Work Schedule:**

**Hours per Week:** 10

**Wage/Salary:** \$9/hr

**Employment Start Date:** 10/11/11

**Employment End Date:**

**Supervisor:**

**\*Job Description:** Local insurance agency seeking personable individual with excellent communication skills for temporary, P/T employment. Individual will assist and report to Director of Communications. Duties include answering and transferring calls, processing paperwork, and distributing mail.

**\*Qualifications:** Proficiency in Microsoft Word and Excel, ability to learn new software applications. Previous experience in customer service preferred, but not required.

**\*Application Instructions:** Please e-mail copy of Resume and Cover Letter to [lily@hornafiusinsurance.com](mailto:lily@hornafiusinsurance.com) and reference Office Assistant in the subject line.