

Subject: (admin/office jobs) Telemarketer/Admin Assistant

Do you want to work with a fun bunch of people? Do you want to work in an environment where you're appreciated? Do you want to work closely with your peers? Do you want a flexible schedule and good pay? Of course you do! You need to work with us!

We need someone who is willing to call people who are interested in our service and set appointments for our agents. These are people who HAVE expressed an interest and want a call back. There is no cold calling or selling! This is a vital position in our company as you will be helping support our nationwide network of agents.

We will offer you:

- Flexible schedule (perfect for students)
- Part or full-time
- Opportunity for overtime work
- A fun atmosphere
- Casual work environment
- Good pay

We need you to be:

- Reliable
- Willing to help people
- Able to work in a team environment and as an individual
- Detail orientated
- Familiar with computers and software programs (Outlook, Word)
- Positive character and attitude
- Fun to work with and be around
- Take pride in doing a good job
- Willing to attend the occasional office party!

If you think you would like to work with us and you have these skills, send us a resume or application. We look forward to meeting you!