

Part Time Help Needed

Looking for part time office assistant at Farmers Insurance conveniently located near Chaparral High school.

- Office Assistant to help with administrative functions in professional office environment
- 10+hours per week
- Flexible Hours
- Typing minimum of 45 WPM with accuracy
- Proficient in Windows Office 8
- Must have excellent phone etiquette and organizational skills

Please send resume to jschroeder2@farmersagent.com or call 480-596-3456