



Employment Advertisement

POSTED: January 12, 2016

Administrative Assistant – Burlington, Iowa

Two Rivers Insurance Company is seeking a highly proficient individual to fill a full-time *Administrative Assistant* position. This position is responsible for performing routine clerical and administrative functions such as drafting correspondence, scheduling appointments, organizing and maintaining paper and electronic files and providing information to callers. Other duties may be assigned at the discretion of management. Applicants should have excellent communication skills, both written and verbal; good organization and time management skills; the ability to maintain high degree of discretion and confidentiality; the ability to handle pressure and ability to multitask; intermediate PC skills with good working knowledge of MS Office Suite including Word/Excel.

Career-minded applicants who are interested in working with a customer and community-focused employer should send their resume and a completed application (download at: www.tworiversfinancialgroup.com) to:

Two Rivers Insurance
Attn: Human Resources
214 N. Main Street
Burlington, IA 52601

*Two Rivers Insurance Company is an Equal Opportunity Employer
of women, minorities, protected veterans and individuals with disabilities.*