



EASTERN ATLANTIC
— INSURANCE COMPANY —

OFFICE LOCATION:

5300 Derry Street
Harrisburg, PA 17111

INTERESTED IN APPLYING?

Contact Susan Kent, Human
Resources, at (717) 561-4480, ext. 2137;
Susan.Kent@TheParmerGroup.com

DATA ENTRY ADMINISTRATIVE ASSISTANT

Come join our Systems Processing team at Eastern Atlantic Insurance, one of the Harrisburg-based Parmer companies, established in 1986. We're looking to hire a full-time DATA ENTRY ADMINISTRATIVE ASSISTANT. This is a good job to build upon!

What you'll be doing:

- Perform data entry in the lead management system.
- Organize raw data for report preparation.
- Sort and scan emails and pdf files into a Cloud-based system.
- Prepare policies for release.
- Input rates and forms into the managing system.
- Answer and direct incoming telephone calls.
- Take claims calls.

These are the qualifications we're looking for:

- Able to work well independently and also collaborate with your team members. Excellent communication skills (both verbal and written) are so valuable and essential.
- Strong computer skills, especially experience with Microsoft Outlook, Word and Excel.
- Detail-oriented
- Dependable and a problem-solver.
- Motivated with a sincere desire to learn.