

Office Clerk

We have an outstanding opportunity in our Customer Service team to contribute in a fast-paced growing organization. American Freedom Insurance Company, a financially strong and rated “A+” Superior by A.M. Best (the most highly respected insurance rating organization), is seeking a responsible and hard-working individual to join our Customer Service Team. We are a mid-size, profitable and expanding nonstandard automobile insurance company doing business in Illinois, Indiana, Pennsylvania and Tennessee. Our office is located in Mount Prospect, IL, a suburb of Chicago.

The ideal candidate will have the following:

- Experience in record keeping in an office administrative setting
- Punctual and Good Attendance
- Ability to be organized and multitask in a fast-paced environment
- Proficiency with Excel and Outlook Email
- Good communication skills
- A responsible and conscientious nature
- Good problem-solving aptitude
- Attention to Detail and Excellent Quality
- Ability to work independently and stay on task
- Bilingual Spanish or Polish Speaking a plus

Key responsibilities include:

- Time Clock – Need to communicate daily with staff to verify missed punches, if days off are vacation or sick days.
- Absence Sheet – Collect sheet for every employee that has called in sick and follow up with employee if doctor note needed
- Individual Employee Excel Sheet – Enter any sick, vacation, early departures or late absences onto each individual’s spreadsheet
- Maintain and update several organizational and process monitoring spreadsheets
- Check Emails and phone messages daily for employees coming in late or calling in sick
- Communicate with supervisors and managers on employee absences and late arrivals
- Verify invoices
- Contact with Building Maintenance

- Other duties as assigned

The Position:

- Full Time Monday-Friday (8am-5pm), occasional Sat
- 401K - with company contribution of up to 4% of salary
- Attractive Health insurance plans -- BlueCross Blue Shield PPO or HMO
- Discounted Individual Vision and Dental Plans
- Holiday Pay & Vacation Pay
- Business Casual Work Environment
- Many Company Paid Lunches, Outings, and more

For Consideration, please forward your Resume to careers@americanfreedomins.com
Subject Line: Position Title you are applying for.