

Mailroom - File Clerk – Data Entry

American Freedom Insurance Company (AFIC) is a leader in the nonstandard automobile insurance industry. We are an expanding midsized, profitable company doing business in Illinois, Indiana, Pennsylvania, Tennessee and soon Texas. We are looking for a dedicated candidate to contribute their skills in a fast paced and growing organization. AFIC is a financially strong "A+" Superior rated insurance company by A.M. Best.

This position is located in Mt Prospect – A northwest suburb of Chicago.

Qualifications:

- Excellent written English Skills
- High School Diploma or equivalent work experience
- Ability to type 25 + WPM
- Ability to multitask and work in a fast paced, team environment is key
- Attention to detail and high level of accuracy
- Computer skills including MS Word, Excel, Internet, e-mail and ability to operate office equipment
- Ability to lift, bend, stoop, remain on feet while filing, sorting, organizing, delivering files and correspondence

Duties:

- Prepare, sort, scan, attach, collect, and distribute internal, outgoing and incoming correspondence and files
- Data entry and clerical support to departmental personnel
- Performing data inquiries and searches
- Generating ad hoc reports, as needed
- Other duties as assigned

The Position:

- Regular Full Time (40hrs per week) 8am-5pm Monday-Friday, occasional Saturdays
- 401K - with company contribution of up to 4% of salary
- Attractive Health insurance plans – United Health Care PPO, HMO or HSA
- Discounted Individual Vision and Dental Plans
- Holiday Pay & PTO
- Casual Work Environment
- Many Company Paid Lunches, Outings, and more

For more information about American Freedom please visit our webpage - www.americanfreedomins.com