

Lloyd Lawson Insurance

16880 Placer Hills Road, Suite B

Meadow Vista, CA 95722

To Apply: Email resume to [jobs@goldensierra.com](mailto:jobs@goldensierra.com)

In search of a qualified candidate to fill a full time office clerical position immediately. Must be highly motivated. The office handles a high volume of time sensitive requests. Candidates must be detail and project oriented as well as kind, patient and personable.

Responsibilities will include reception of clients in person and over the phone; filing and general office maintenance; taking of messages and scheduling appointments as well as processing customer requests. Growth requirements include training for and successfully passing the P&C Insurance licensing exam and retaining a valid insurance license. 30-35 hours per week. Must have reliable transportation and full availability.