

We're always looking for the right people to join our team. At McCleve Agency, we offer flexible hours, opportunities for growth, and a positive environment.

Office Assistant

An Office Assistant at McCleve Agency helps take care of members of their community with their insurance needs. This part-time position involves computer/paperwork and interacting with clients. It's perfect for someone well-organized and looking to grow with evolving tasks, aiming to become a full-time position.

Are you our new Office Assistant? Let's see:

You're into helping people. Assisting with insurance quoting, marketing, setting appointments, tracking KPIs, and processing documents excites you because you love supporting the community.

You're big on learning and adapting. You're ready to grow with a business and adapt to new tasks and responsibilities as they come.

You're organized. You manage time well, keep things in order, and can handle multiple tasks efficiently. People are amazed at how you bring order to chaos.

You're flexible. Hours are flexible to fit around your schedule. Initially, you'll work in the office, but work-from-home opportunities are a strong possibility based on your self-motivation and competency.

You're eager to pass the state licensure exam (bonus points if you already have). You know this is a must for the job, and you're ready to tackle it.

We'd like you to:

- Be organized/task-oriented and able to multitask.
- Manage time well.
- Have a strong understanding of computers and systems.
- Be eager to learn and adapt.
- Be able to pass the state licensure exam.

Our Tech Stack

We don't expect everyone to have experience with all the technology that we use, but if you do, we want to know about it. Here is a basic list of our Tech Stack:

- Microsoft
- Outlook
- Salesforce
- B File

- Guidewire
- Calendly

Benefits and Perks:

- Competitive pay with the opportunity for bonuses based on performance.
- Opportunities to increase income based on growing job duties.
- Flexibility to work around your schedule.
- Interaction and helping members of your community.
- State licensing in property and casualty (reimbursement for fees).

Vision Statement

McCleve Agency - Farm Bureau Insurance's level of success will be a direct reflection of the quality of our relationships with our community members. Our goal is to become a major pillar in the community that is known for our humility, service, and care. Not only do we desire to be the top insurance agency in our town, but we also desire to give back through continuous donations and volunteering our time. Our small business is our tool to help make the world and our community a better place.

Mission Statement

Here at McCleve Agency, our family oriented practice aspires to provide financial resiliency and peace of mind for our clients. We want our clients to not only know, but also feel confident that when life happens, they and their families will be well cared for. Our purpose is to serve our clients by protecting their assets they've spent their whole lives working for so that they may be able to leave a financial legacy to their children's children.

Our Core Values:

- Serve with humility.
- Grow together.
- Take initiative.
- Have integrity.
- Approach each day with positivity and curiosity.
- Today is a gift.

Links

[Facebook McCleve Agency](#)

[John McCleve | Michigan Farm Bureau Family of Companies \(michfb.com\)](#)

McCleve Agency is an Equal Opportunity Employer

To apply please send a cover letter and updated resume to jmccleve@fbinsmi.com