

Klesack Financial Services, LLC.
Centaurus Financial, Inc.

Is looking for a Full-time Personal Office Assistant
Description of responsibilities as follows:

- **Prepare forms and/or agreements to complete sales**
- **Contact prospective customers to present information and explain available services, including follow-up**
- **Prepare insurance and annuity illustrations**
- **Coordinate events**
- **Update and maintain company website**

Additional responsibilities include:

- **Usage of Laser App program and Practice Builder CRM**
- **Setting Appointments**
- **General correspondence**
- **Typing reports**

Applicant minimum requirements include:

- **GED or High School Diploma**
- **Vocational degree or certificate, in related field, a plus**
- **Proficient in Microsoft Office: Word, Excel, Power Point, Publisher**
- **Familiar with general accounting software: Lotus, Peachtree, Quicken ect. Helpful**
- **Excellent customer service skills**
- **Sales experience (a plus but not required)**

\$10.00 per hour, to start, increases based on performance

Interested applicants can submit resumes to:

Klesack Financial Services, LLC
Fax# (419)756-0361 - No phone calls please.