



## LANDMARK STAFFING

**Job Title:** Office & Insurance Support Team – Multiple Openings

**Company:** Insurance Planning Alternatives

**Location:** Grand Junction, CO

**Job Type:** Full-Time (40 hours/week)

**Compensation:** Starting at \$17/hour, commensurate with experience

**About Us:**

Insurance Planning Alternatives is a professional, client-focused insurance agency committed to excellence in customer service and tailored insurance solutions. We are currently expanding our team with three full-time positions, including two administrative/support roles and one management-level position. Role assignment will be based on candidate qualifications and experience.

---

**Who We're Looking For:**

We are seeking motivated, detail-oriented professionals who are ready to contribute to a fast-paced, high-performance environment. Ideal candidates will bring strong office experience, confidence in using key digital tools, and a proactive, client-first mindset.

---

**Key Requirements:**

- Office experience is required
- Health insurance experience preferred
- Colorado Health Insurance License preferred (or willingness and ability to obtain)
- Management experience preferred (for consideration for the management-level role)
- Must have a valid Colorado Driver's License
- Must be able to pass a background check and drug screen
- Must be highly proficient with the following computer systems and platforms:
  - Microsoft Outlook, specifically calendaring
  - Microsoft Word
  - Adobe Acrobat, including scanning, editing, and merging PDFs
  - DocuSign
  - Zoom



## LANDMARK STAFFING

- Multi-line phone systems, with professional etiquette
- Strong attention to detail
- Ability to work quickly and accurately
- Ability to multitask effectively in a dynamic office setting

**Important Note:**

This position requires genuine, hands-on experience with the systems listed above. Candidates who lack this experience or who only offer to "learn quickly" will not be considered at this time.

---

**What We Offer:**

- A professional, supportive team environment
- Competitive starting wage with room for growth
- Opportunity for advancement into a management role for the right candidate
- Full-time, consistent schedule