

Learn and Earn - Arbella

Operations Associate - 2 positions available

Anticipated Start and End Dates:	Summer 2021 through Fall Semester 2021 - <i>6 to 12 months</i>
Job Address:	1100 Crown Colony Drive, Quincy MA
Is Location MBTA Accessible?	Yes (Quincy Adams)
Hours Per Week:	Full time summer - fall part or full time
Preferred Days of Week:	Monday - Friday
Work Hours:	Flexible - 8:00 to 4:00, 8:30 to 4:30 or 9:00 to 5:00
Pay Rate and Travel Stipend:	\$ 18.00 per hour and a one-time travel stipend
Internship Class:	INT-299 Internship Class will be taken during Fall 2021 semester

Organization Overview:

Arbella Insurance Group is one of the largest writers of property and casualty insurance operating in MA, CT, NH and RI. At Arbella, each one of our employees has a unique story, background, and perspective that enriches our community. And we celebrate that in our hello in the hallway, remember your pet's name type of office culture. From face time with leadership, to local volunteering and Zoom parties, working at Arbella is anything but just another day in insurance. Come and see for yourself.

Job Description:

- Review paper files and organize paper by date and identify forms to be properly categorized.
- Prepare documents to be scanned and archived
- Track and organize information on spreadsheets
- Move paper files and boxes for archive

Basic Qualifications:

- Strong attention to detail
- Follows instructions and works independently.
- Self-Motivated.
- Strong time management skills
- Sound organizational skills

To Apply:

Email Kadee Tapley at kmtapley@bhcc.edu to apply today!

Questions?

Kadee Tapley - Learn and Earn Coordinator • kmtapley@bhcc.edu