

RMH Insurance Services is looking for a part-time contractor to aid both a Life/ Health Agent and Case Manager.

-Person needs to be punctual and organized.

-Person would be asked to help in organizing a large client list that includes reviewing policy summaries to determine if they need to have their policy replaced.

-Knowledge of accounting (Quicken) is a plus since this person would also need to be able to manage and verify monthly commissions from various carriers as well as input and manage the accounting for the business.

Contractor (1099) position. 15 hours a week at \$16 per hour.

Email resumes to:

mailto:RMHAG@[msn.com](mailto:RMHAG@msn.com)