

Job Posting

Knights of Columbus – Charlottesville Office

Position: Customer Service/Administrative

Start Date: Immediate opening

Overview: The Abbate Agency is a friendly, family-oriented business that is expanding, and we are seeing an administrative assistant to join us as we grow. The candidate will be working for a Catholic Organization serving the Knights of Columbus and Catholic families.

We are looking for a self-motivated, independent and detail-oriented applicant who will be vital to the whole customer experience. Because our job is to assist our members and their families in obtaining a strong financial future, they must be responsible, ethical and extremely trustworthy with highly sensitive documents. Job duties include, but are not limited to:

- Outgoing personality and strong communication skills.
- Customer service both on the phone and in person
- Strong computer and electronic skills for text messaging, emailing, multi-platform calendar programs and
- Quick learner for basic documentation, service work and file preparation
- Strong organizational skills
- Independent, task-oriented worker who can be self-motivated and meet daily expectations from clientele.
- Works well with others in a quick-paced team environment

This position is part- to full-time with pay commensurate with experience.

Office hours are Monday through Thursday 9am to 4pm.

Interested candidates should email a resume to: AbbateAgencyMail5@kofc.org.



KNIGHTS OF COLUMBUS

THE ABBATE AGENCY

www.virginiakofc.com

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