



**Walsh Duffield Companies, Inc.**  
*Insurance since 1860*

## Summer Associate

Status: Part Time  
Division: Commercial Insurance  
Rate: \$10.00/hour  
Reports to: Vice President of Commercial Division

*Walsh Duffield Companies, Inc. has been a trusted insurance advisor to individuals and businesses since 1860. This 5th generation family owned business operates with offices in Buffalo, Medina and Rochester. Walsh Duffield offers a variety of group benefits, personal and commercial insurance solutions to clients across the region, including auto, homeowners, marine, general liability, workers' compensation, employee benefits and individual life insurance. Walsh Duffield continually strives to provide advice, education and guidance to manage risk and keep people safe and well.*

**POSITION PURPOSE:** This temporary position will provide high quality service and support to Walsh Duffield Cos., Inc. Commercial Insurance Division.

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### Essential Functions

- Perform clerical duties of scanning, maintaining and retrieving of all records and work files, including Commercial Division mail.
- Process Non-Pays for Commercial Division clients
- On Line Transactions
- Assist with updating current agency management system "EPIC"
- Various projects/assignments
- Update Carrier Contacts in EPIC
- Will occasionally be required to provide receptionist phone and front desk coverage

### BASIC QUALIFICATIONS

- Must be attending a four year university or college
- Minimum Grade Point Average 3.2 or higher on a 4.0 scale.
- Demonstrate skills in Excel, PowerPoint, and Word
- Must present themselves in a professional, well-kept manner
- Walsh Duffield Cos., Inc. is an equal opportunity employer. Legal authorization to work in the U.S. is required. We will not sponsor individuals for employment visa, now or in the future for this position.

### REQUIRED CHARACTERISTICS

- Academic excellence
- Strong attention to detail
- Strong communication and interpersonal skills
- Relevant internship or work experience
- Ability to work with others to create a positive, professional and productive work environment.