

Career Opportunity



StayWell Insurance is seeking a qualified Full-Time candidate to fill the position of

Sales & Marketing Assistant

The primary responsibility of this position is to assist the Sales and Marketing Manager in departmental operations such as updating, organizing and maintaining department files, and promotional products; prepare renewal and proposal letters, contracts and other documents that may be needed. The Sales & Marketing Assistant will also assist internal and external customers in an effective manner.

Any combination of education and experience providing the required skill and knowledge for successful performance would be qualifying. Typical qualifications would be equivalent to:

- A High school diploma or equivalent; College degree preferred
- Minimum of one (1) year experience in office work
- Experience working with a Customer Relationship Management system desirable
- Proficient in the use of Microsoft Office (Excel, Word, PowerPoint, Outlook) and
- Computer literate (Windows)

Interested applicants are encouraged to email your employment application **AND** resume to hr@staywellguam.com StayWell Insurance is an Equal Opportunity Employer.