



College Internships

Turbeville Insurance has a paid internship program for fall, spring and summer semesters. Ideal candidates will have an interest in Insurance/Risk Management/Marketing and be available to work 20 hours per week. This position is a paid internship (\$8.25 per hour).

- General Office Duties
 - Assist with filing & shredding
 - Pick up mail every day
 - Sit for receptionists during breaks
 - Restock Office Supplies
 - Straighten up kitchen/board room
 - Gather recycling
 - Input company dates (including ALL chamber events into corporate calendar)
 - Assist with writing content for social media
- Insurance Specific Tasks
 - Deliver bonds
 - Scan and attach files to Partner XE for Life & Health Department
 - Help putting proposals together
 - Help with simple remarkets for personal lines
 - Simple certificates of insurance and document pulling for commercial lines
 - Help with putting Auto IDs into holders & Issuing ID cards
 - Run MVR's
 - Filing Claims
 - Processing company reports
 - Help develop/create marketing mailing strategies to reach target markets

Cover letter and resumes should be submitted to Shannon Turbeville and Randy Fleniken at shannont@tiasc.biz and randyf@tiasc.biz.

About Turbeville Insurance:

With over 25 years of experience, Turbeville Insurance Agency is a full service Independent Insurance Agency with locations all over South Carolina. Recognized by the South Carolina's Chamber of Commerce as one of the top 100 Privately Owned Businesses for the last three consecutive years, Turbeville Insurance Agency specializes in finding customers the best coverage available in the ever-changing insurance marketplace. Whether it is commercial or personal insurance, Turbeville has dedicated and experienced staff available to meet all clients' needs. For more information visit www.turbevilleinsurance.com.