

**Employer Data**

Organization Name: Gibbs Insurance Associates Phone: 513-561-5551  
Contact Person: Jonathan Gibbs Title: Owner  
Email: jonathan.g@gibbsinsuranceassociates.com Fax: 513-561-1918  
Address: 131 W. Walnut St  
City: Hillsboro, State: Oh Zip: 45133

**Position Date**

Job / Position Title: Office associate/ Agent Reports to: Owner  
(Note Position)

Degree Area of Concentration: Accounting, real estate, finance

Position Type:  Internship  Part-time Position  Full-time Position

Total number of hours per week: 40 Salary Range: 40,000-48,000

**Duties and Responsibilities:**

Servicing existing clientele. Processing changes and billing concerns. Willingness to obtain Property and Casualty Insurance license. Gibbs Pays for training and licensing.

**Education Level and Required Skills:**

High School and some post graduate degree or experience

**Wages and Benefits Include:**

401k match. Full health when eligible. Licensing and training. 2 Weeks Vacation. Plus sick leave.

**Additional Information:**

Every other Friday is 1/2 day off on top of vacation and Sick leave

**How to Apply:**

Please contact:

jonathan.g@gibbsinsuranceassociates.com

Deadline for Application: 01/20/2026

**Submit**