

Employer Date

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 grauate degree or experience

Wages and Benefits Include:

401k match. Full health when eleigible. Licensing and traing. 2 Weeks Vacation. Plus
sick leave.

Additional Information:

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

How to Apply:

Please contact:

jonathan.g@gibbsinsuranceassociates.com

Deadline for Application: 01/20/2026

Submit

Notice to employers: Southern State Community College does not discriminate against students on the basis of race, color, creed, religion, age, sex, marital status, veteran status, national origin, ancestry, citizenship, disability, sexual orientation, and/or gender identity.