

Part-time – 3-day workweek

Administrative Assistant Job Summary

Work directly with office staff to ensure all administrative tasks are efficiently and effectively implemented. Must be a team oriented person with strong interpersonal skills, the ability to manage multiple tasks at once and a wide breadth of experience managing clerical responsibilities.

Administrative Assistant Job Duties and Responsibilities

- Support management, underwriting, claims and billing staff with general operational tasks
- Answer phone in a professional manner and assume other receptionist duties when needed
- Perform daily tasks in a timely manner – including but not limited to – mail, policy production, stocking & ordering supplies and scanning
- Perform monthly projects
- Support underwriters by doing submissions & renewal applications daily
- Respond to agents' requests for Loss Runs
- Become cross trained in claims tasks to be a back-up
- Assist billing staff with sending out installment & intent to cancel notices

Administrative Assistant Requirements and Qualifications

- High school diploma or GED equivalent required
- 2+ years' experience as an administrative assistant
- Fast, proficient and accurate typist
- Extensive knowledge of Microsoft Suite
- Outstanding communicator
- Excellent customer service skills
- Self-starter who works well independently
- Ability to prioritize given tasks and work efficiently towards completing them
- Familiar with office equipment – printer, mail machine, fax, etc
- Detail-oriented and exceptional organization skills
- Professional demeanor
- Team oriented