

# Lawley

INSURANCE | EMPLOYEE BENEFITS

## Administrative Assistant

### Position Focus:

- Assist with various administrative projects which may include, correspondence, proposals, meeting minutes, RFP's, tracking and reporting, creation and modification of various documents and presentations utilizing MS Office, calendaring, data entry, filing and project coordination
- Answer any overflow of incoming phone calls, greeting and directing guests, order lunches, assist with mail flow, and manage supply inventory and ordering
- Maintain effective working relationships with clients, managers, personnel, community members & vendors
- Participate in projects and support to department , and other duties as requested or required
- Support all Lawley initiatives as requested, guided by company values, sales culture, business needs and scorecard

### Successful candidates possess:

- One to three years of experience in an administrative support or related position
- Associates' Degree or higher preferred
- Extensive knowledge of Microsoft Office, including Word, Excel, PowerPoint & Outlook
- Experience navigating windows based software
- Experience with a CRM (such as Salesforce) is preferred
- Ability to work well independently and on a team
- Incredible attention to detail and organizational skills
- Positive attitude, even in a fast paced environment
- A passion to make customers and coworkers feel important and valued
- Capability to work quickly and efficiently
- Precise communication skills, even under time constraints

### What's in it for you? *The Lawley Advantage!*

- Fulfilling career securing your clients' well being
- Competitive salary, referral bonuses **AND** an annual bonus eligibility
- Great Benefits (Medical, Dental, Vision, Wellness-- the works!)
- Educational and growth opportunities
- Generous PTO and 401K upon hire
- Comfortable, family oriented culture
- Work hard, play hard!!!



*Lawley provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.*