



We seek a skilled, forward-thinking, and well-organized Administrative Assistant to fulfill a pivotal role within our insurance agency. This position involves providing direct support to our president, assisting the team with administrative tasks, and administration of day-to-day onsite office functions.

Onsite / Full-time position

Inquiries and resumes can be sent to jamie@bakerhopp.com

ROLES AND RESPONSIBILITIES:

***Complete job description will be provided prior to interview**

General Office Responsibilities

- Receive, direct and relay phone calls, messages, and faxes
- Process incoming mail including opening and sorting by department, scan, and email team member
- Process outgoing mail including running postage meter, overnights, and certified mail
- Process carrier website mail – sort and email to account manager
- Maintain supplies inventory
- Assist and complete various projects from internal teams
- Create and maintain procedures for all aspects of position
- Process and coordinate offsite archive files
- Run, mail, and scan client survey letters
- Run invoices daily
- Order motor vehicle reports
- Print PL account review letters
- Enter PL claims data into management software
- Issue auto-id requests from PL clients
- Run/audit Applied Analytics to ensure data accuracy

Executive Personal Assistant to President Responsibilities

- Manage various business and personal services and accounts
- Administrative tasks related to non-profit and other committee and board work
- Travel, dining and other reservations
- Assist with office decorating
- Manage President calendar, meeting and appointment setting, cancellation, and rescheduling
- Develop and implement email management system to support President
- Assist with sales packages, letters for prospective clients
- Support marketing programs including data entry
- Attend local marketing events providing on site admin support
- Attend sales and marketing level 10 meetings
- Order client gifts
- Maintain annual Christmas gift list and coordinate purchasing and delivery
- Coordinate details, including food/beverage, for onsite and offsite employee and client events
- Plan and coordinate agency community service projects three times a year (first three quarters)
- Schedule employee anniversary lunches with President



- Plan and coordinate “all team” meetings/events

SKILL AND EXPERIENCE

- 4 years of professional office experience
- Maintain a friendly demeanor and professional appearance
- Be ambitious, smart, detail-oriented, and able to think on your feet
- Be able to independently think on your own with the ability to multi-task
- Possess excellent written and verbal communication skills
- Proficient in Microsoft Office Suite