**Job description**

We are currently looking to grow our team by adding an office admin to support a fast paced and exciting office environment. Become a crucial part of helping a growing team find success and growth. As part of the team you will share in the success of the team through a bonus structured to incentivize team growth. Extremely flexible scheduling with an option for remote work when necessary.

Responsibilities:  
- Provide administrative support to ensure efficient operation of the office  
- Answer and direct phone calls, emails, and other inquiries  
- Greet and assist visitors and clients professionally and cheerfully  
- Gather information and complete data entry for quote preparation  
- Schedule and confirm appointments, post-appointment follow-up, service follow-up  
- Assist in client onboarding, application prep and submission  
- Assist in the preparation of information for appointments and calls  
- Be an excellent first impression to clients and prospects by phone or in person  
- Handle sensitive information in a confidential manner  
- Assist in agency marketing, obtain google reviews and assist with digital/social marketing and business development

Skills:  
- Experience in a service profession is required  
- Self motivation and an ability to utilize resources effectively to problem solve  
- Excellent customer support skills with the ability to handle inquiries professionally  
- Proficient in computerized systems and software such as Microsoft Office Suite  
- Ability to multitask and prioritize tasks effectively in a fast-paced environment  
- Strong organizational skills with an attention to detail  
- Proactive problem-solving skills with the ability to anticipate needs and take initiative  
- Previous experience as a personal assistant or in an office administrative role is beneficial

Please note that this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required for this role. Duties, responsibilities, and activities may change or be assigned at any time with or without notice.

Job Type: Part-time

Expected hours: 25 – 35 per week

Benefits:

* Flexible schedule
* Parental leave
* Professional development assistance
* Retirement plan

Schedule:

* Day shift

Experience:

* Customer service: 2 years (Preferred)

License/Certification:

* Property & Casualty License (Preferred)

Work Location: In person