

Job Description

Job Title: Administrative Assistant

Supervisor: Melissa Young

FLSA Status: Exempt

Department: Transportation Marketing

Job Summary: This position is responsible for providing internal administrative and technical support to the Transportation Marketing Department. Individuals should be flexible, supportive and demonstrate team work and cooperation towards all members of the company.

Essential Functions:

1. Complete supplemental applications.
2. Preliminary review of submissions – assess for missing info, ensure that driver count and unit count are consistent.
3. General administrative duties to include setting up files, labeling and saving documents, scanning and attaching.
4. Follow up with Account Managers regularly for updates.
5. Input driver and equipment lists into Excel as necessary.
6. Create detailed spreadsheet for the Marketing department to track submissions, keep records of contacts, needs, successes, losses, etc.
7. Loss summaries

Desired Qualifications:

1. Reading, writing, mathematical skills that would normally be acquired through the acquisition of a high school diploma. Some college coursework preferred.
2. Knowledge of commercial insurance policies, applications, endorsements, and insurance proposals preferred.
3. Ability to read and interpret complex documents, such as insurance policies, applications and proposals.
4. 2 years of relevant administrative/clerical or insurance experience preferred. Advanced knowledge of Microsoft Office Suite preferred, especially Word and Excel.
6. Ability to use telephone effectively in order to communicate with agency personnel to resolve problems.
7. On-the-job experience with Applied insurance agency software a plus.
8. Ability to sit and to concentrate for long periods of time necessary for reading and reviewing documents.
9. Ability to communicate orally and in writing necessary for relaying complex information with agency personnel and outside entities.
10. Ability to obtain necessary license(s) as the position grows.
11. The ideal candidate will possess the ability to build their knowledge in this position and grow into more integral positions within the department.

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