



Job Description

Position Title: Administrative Assistant

Division: *Operations*

Major Job Responsibilities/Results:

This position provides administrative assistance to Divisional Presidents and Regional Vice President.

- Preparation of external communications including broker newsletters, success lists, and Napslo data books.
- Prepare expense reports through Concur Solutions
- Assist with the development of PowerPoint presentations for internal and external customers
- Prepare data for Monthly Status Reports to Executive Committee
- Arrange conference calls for internal and external customers
- Maintain Outlook calendars to ensure efficiency of meeting schedules
- Coordinate travel arrangements, including airline, hotel and car rental
- Facilitate internal communication meetings
- Conduct product / producer research at request of DP or RVP
- Produce broker premium and loss reports for sales calls (individual and conferences)
- Compile product marketing kits for producer sales calls (individual and conferences)
- Assist in all phases of planning and executing producer Lunch and Learns / presentations
- Enter Trip Report commentary and action plans in CRM system
- Assist with compilation and distribution of producer e-mail communications regarding product appetite, recently written accounts, etc
- Coordinate monthly cross-marketing / referral meetings among all divisions
- Assist in the registration of producers for Environmental on-line portal
- Facilitate and coordinate retail and wholesale Broker Panel meetings
- Other administrative duties as they arise

Required Skills, Knowledge and Behavioral Characteristics:

Priority

Skills and Knowledge:

Proficiency in Microsoft word, Excel, PowerPoint, Visio, Outlook
 Strong written and verbal communications skills
 Strong analytical skills
 Strong math skills

Required
 Required
 Required
 Required

Minimum Education:

→College Degree in Finance or Business

Minimum Experience:

→1-2 years corporate experience

Preferred