



## Receptionist – Assistant Office Manager

G2 Insurance is a full-service insurance brokerage that is reinventing insurance and redefining how we take care of our clients. More importantly, we are redefining what it is to work at an Insurance company. Imagine bringing the upside of working at a tech company, along with the stability of a family owned insurance firm.

G2 Insurance Services is seeking a strong, independent individual to serve as the front desk Receptionist and Assistant Office Manager. This person will be the first face of G2 Insurance Services and will need to present a professional appearance to any visiting clients and vendors. We are looking for a motivated, hard-working professional who has experience in a professional environment and a desire to learn and move up within the organization.

### Key Responsibilities

- Provide administrative support to visitors and clients both in person and via phone
- Greet walk-in clients and/or visitors professionally; providing assistance as needed
- Properly attend to incoming calls; includes routing, taking messages, and answering general inquiries
- Prepare “Welcome” information for any visitors
- Coordinate scheduling of conference rooms; both in-house and client private events, including set up and clean up that may require early and late hours on occasion
- Straighten and maintain reception area and conference rooms
- Manage daily inbound deliveries and outbound mailing by UPS, Fed Ex, USPS
- Assist in copying, faxing, printing and document preparation as needed
- Monitor faxes as needed and forward to appropriate G2 employees
- Clean and stock the kitchen; including filling and emptying the dishwasher, coffee and water dispenser
- Clean and stock copy rooms/office supplies
- All other administrative duties as assigned
- Purchase and stock all food and beverages for company kitchen; adhere to company budget
- Manage requests for use of company conference rooms and coordinate contracts and payments as necessary
- Help plan and execute company lunches and special events

### Skills & Experience

- 1-3 years’ experience; industry experience desired
- Bachelor degree preferred, not required
- Proven ability to communicate effectively, both oral and written
- Friendly, customer service oriented, with good interpersonal communication skills
- Demonstrated ability to prioritize and manage multiple assignments in a fast-paced environment to meet deadlines with efficiency and accuracy
- Meticulous attention to detail and accuracy
- Ability to work efficiently and accurately executing responsibilities with a sense of urgency and follow-through
- Ability to lift/move up to 30 lbs.
- Customer service mind-set and a team player
- Proficient knowledge of the Microsoft Office Suite (e.g., Outlook, Word, Excel, PowerPoint)

G2 Insurance offers competitive salaries and comprehensive benefits and programs including: health and welfare, tuition assistance, 401K, employee assistance program, career mobility, volunteer opportunities, along with many other programs. For more information about G2, please visit us at: <http://www.G2insurance.com> .

G2 is an equal employment opportunity employer.