



ADMINISTRATIVE ASSISTANT

Job Description

RMC Group is looking for a full-time Administrative Assistant to join our team! Your primary responsibility is the operations of the front desk by performing a variety of clerical and administrative tasks.

Responsibilities

- Answers and transfers phone calls, screening when necessary
- Welcome and direct visitors and/or clients in the Bonita Springs and Naples location – will be working between 2 offices
- Retrieves information as requested from records, email, minutes, and other related documents; prepares written summaries of data when needed
- Coordinates and schedules travel, meetings, and appointments for division leaders as needed
- Prepares agendas and schedules for meetings
- Maintains office supplies and coordinates maintenance of office equipment for Bonita Springs and Naples locations
- Organizes any outside vendors for Bonita Springs and Naples locations
- Maintains RMC employee calendar
- Sorts incoming mail and delivers to appropriate individual and processes outgoing mail
- Responsible for upkeep of the phone systems and voicemails
- Requests any building maintenance to Brookwood and responds to any inquiries from Brookwood
- Completes special projects for any of the divisions including Marketing, Accounting, and Human Resources
- Performs other related duties as assigned

Qualifications

- Excellent organization and time management skills
- Ability to effectively communicate with colleagues and clients, both written and verbal
- Attention to detail and thorough when working on projects
- Bachelor's degree preferred, but not required
- Excellent PC skills including, but not limited to Microsoft Word, Excel, Outlook, and QuickBooks
- Willingness to obtain Florida 2-20 and/or 2-15 Insurance license within 1 year of employment

Location

Bonita Springs and Naples, FL

About RMC Group

RMC is an international provider of risk management and actuarial consulting services. RMC specializes in the design and administration of innovative risk management and insurance products for the small-to-medium sized business. RMC offers a wide range of services which includes property & casualty solutions, life, health & annuity solutions, traditional insurance, insurance-based corporate finance solutions, comprehensive risk management, along with a wide variety of employee benefit plan programs and solutions. Visit rmcgp.com for more information.