

RECEPTIONIST

We are looking to add a top-notch receptionist to our outstanding team! We are Trager Reznitsky Insurance, an independent, locally owned personal and commercial insurance agency with a passion for providing exceptional service to every client and potential client. As the first point of contact for many of our customers and visitors, you will be responsible for helping to create a welcoming, fully customer-focused experience. Our agency is growing, and our administrative support needs are varied and frequently changing, so you should be comfortable managing multiple tasks and projects simultaneously, be flexible and enjoy learning, and have great attention to detail. We are willing to consider flexible scheduling, including the possibility of a part-time job for the right individual.

We offer a fun, engaging work environment full of hard-working and motivated individuals who make it their mission to meet our clients' insurance needs while exceeding their customer service expectations. As a member of our team, you will contribute to delivering an exceptional level of service that sets us apart from our competition.

Along with handling calls/emails and welcoming visitors, you will be tasked with a variety of administrative tasks including handling deliveries and mail duties, maintaining supply inventory, and providing other administrative support to team members as assigned. If you enjoy working with people and have a strong desire to deliver service that is above and beyond, we encourage you to apply.

Candidates for this position should possess the following:

- High school diploma or general education degree (GED) required
- Minimum of 1 year of experience in a professional setting.
- Highly professional phone skills
- Punctual and reliable with a demonstrated strong attendance history
- Must be exceptionally organized with strong attention to detail
- Excellent communication skills, both verbal and written
- Must have outstanding customer service skills and be able to effectively work through client issues or concerns
- Able to effectively prioritize work and manage multiple priorities on an ongoing basis
- Strong computer skills with an emphasis on MS Office, including Word, Excel, and Outlook
- Ability to work effectively both independently and as part of a team

Benefits

Employees are eligible for Group Health Insurance, 401K and a competitive Paid Time Off benefit.