

Position Opening

Administrative Assistant

(In-Person/Remote – Hybrid Work Arrangement Available)

Summary:

Are you an excellent planner and organizer? We're hiring an assistant, reporting to the VP Customer Acquisition & Service, to provide administrative support to leaders of our Sales, Marketing and Customer Service areas to help us achieve our organizational goals. Your role is key to ensuring plans are made, schedules are set, meetings happen, and documentation is up to date. Ideal candidates are proactive, love diving into projects, working with others, and are interested in playing a big role in helping our organization run smoothly. If this sounds like you, please apply today.

Duties & Responsibilities:

- Perform day-to-day administrative tasks with a focus on enhancing departmental communications.
- Plan for meetings and special events.
- Attend various meetings to compile & distribute minutes.
- Compile, track and organize sales agent data.
- Assist with completion of annual budget.
- Maintain and review various contracts.
- Assist the VP by preparing communications & presentations.
- Manage and maintain VP's calendar, including travel arrangements and expense reports.

Qualifications:

- Administrative/clerical experience, preferably at an executive level.
- Impeccable time management, organizational, interpersonal, and communication skills
- Self-motivated and the ability to work independently.
- Comfortable meeting deadlines and handling confidential information
- Proficient personal computer skills with the ability to use the MS Office Suite including strong skills in Word, Excel, and PowerPoint.
- Knowledge of the history and operation of Rural Mutual Insurance Company and the Wisconsin Farm Bureau Federation helpful.

How to Apply:

Email cover letter and resume to:

Mark Schuster, VP Organizational Development
mschuster@ruralins.com
(608) 828-5404

Rural Mutual Insurance Company is an Equal Opportunity Employer