

JOB TITLE: Administrative Assistant

GPW and Associates, Inc. (GPW) is an actuarial and captive insurance management company located in Phoenix, Arizona. GPW seeks to hire a part-time Administrative person to work with senior personnel and other administrative staff performing a wide range of tasks which require judgment and the ability to multi-task on a daily basis. Position requires confidentiality, flexibility, accuracy and professionalism.

The successful candidate will be able handle the following assignments:

- Reception duties such as:
 - Welcome visitors by greeting them, in person or on the telephone; directing and announcing them appropriately.
 - Answer, screen and forward any incoming phone calls while providing basic information when needed.
- Scanning, downloading and data entry.
- Create and manage bulk client emails.
- Send/receive and sort daily mail/deliveries/couriers.
- Update appointment and conference room calendars; schedule meetings and appointments.
- Maintain the cleanliness of conference rooms, break rooms and other common areas.
- Responsible for ordering and maintaining inventory of office and kitchen supplies.
- Coordinates certain office activities and events.
- Utilize in-house software.
- Meet productivity and efficiency standards (billable hours).

Job Requirements:

- High school diploma or GED and some related formal training or college course work.
- 2-plus years receptionist and/or administrative support experience.
- Excellent communication and time management skills.
- Superior organization skills and dedication to completing projects in a timely manner.
- Ability to be resourceful and proactive in dealing with issues that may arise.
- Thorough knowledge of basic office technology (Word, Excel, Adobe, Outlook, etc.).
- Ability to prioritize assignments/projects within restricted time constraints and with interruptions.
- Ability to work with minimal supervision and function effectively in a team environment.

This position will be located at our central Phoenix location (Central Ave and Earll). ***This position is expected to be part-time, approximately 25 hours per week.***

We offer a competitive salary and a comprehensive benefits package including medical, dental, life, disability, 401(k), profit sharing and tuition and certification reimbursement.

Please send resumes to gpwa@gpwa.com