

Title: Executive Administrative Assistant

SUMMARY: Our firm is searching for an experienced, reliable, and task-oriented Executive Assistant to be the primary support for Managing Director and Case Design Director in an Executive Benefits and Estate Planning Insurance practice. The ideal candidate is highly self-motivated, professional, and capable of prioritizing tasks in a fast-paced environment. This is an excellent opportunity to join a highly specialized firm with competitive compensation options.

POSITION AVAILABLE: 2nd Quarter 2018

RESPONSIBILITIES:

- Maintain an organized system of paper and electronic documents
- Assists in preparation of client presentations and spreadsheets
- Client service issues
- Client database (CRM) management
- Transcription of voice files
- Oversee maintenance and service providers for office equipment and systems
- Uphold a strict level of confidentiality

KNOWLEDGE, SKILLS and ABILITY:

- Strong organizational skills and attention to detail
- Able to handle multiple tasks
- Excellent verbal and written communication skills
- High proficiency with Microsoft Office Suite, in particular Word and Excel
- High proficiency with Internet
- Life insurance and/or investment background an advantage
- Strong team player with exceptional interpersonal skills

EDUCATION / EXPERIENCE:

- High School diploma or higher
- 10 or more years office experience in financial services

LOCATION: 9100 Arboretum Parkway, Suite 260, North Chesterfield, VA 23236

WEBSITE: www.daviswalker.com

RESPOND WITH RESUME TO: John Gargula j.gargula@daviswalker.com or mail to DavisWalker Ltd., 9100 Arboretum Parkway, Suite 260, North Chesterfield, VA 23236

Note: The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

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