



# EXECUTIVE ADMINISTRATIVE ASSOCIATE

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Platinum Supplemental Insurance in Dubuque, Iowa, is seeking an executive administrative associate to provide essential support to the company president and CEO. In this position, you will manage the day-to-day administrative and support needs of Platinum's top-level executives, which include personal correspondence, meeting management and serving as a liaison to various internal departments. Successful candidates will be exceptionally organized, motivated and professional. By supporting these critical leadership positions, you will play an important role in Platinum's mission to provide the best experience to its customers, sales representatives and employees.

## Primary Responsibilities:

- Manage the day-to-day administrative and support needs of Platinum's president and CEO
- Successfully and independently complete critical tasks that facilitate effective executive leadership, such as drafting letters, administering personal correspondence, managing calendars, establishing travel arrangements, and coordinating meetings and lunches, as requested
- Assist in the preparation and review of critical reports, presentations and briefings, including printing and dissemination to required parties
- Assist with updates and maintenance of various reports and data analysis tools
- Act as a liaison between the company president, CEO, board of directors and other key leadership roles both internally and externally
- Research, prioritize and follow up on incoming issues and concerns addressed to the president and CEO, including those of a sensitive or confidential nature. Determine the appropriate course of action, referral or response.
- Assist other departments when requested

## Preferred Skills and Qualifications:

- Associate degree in business administration, accounting or equivalent experience. Bachelor's degree preferred.
- Proficient with Microsoft Professional Suite, including Word and Excel
- Excellent problem-solving skills and professional judgment, as well as a high level of attention to detail and accuracy
- Exemplary time-management and planning/preparation skills
- Adaptable to various competing demands, demonstrating the highest level of customer service and response
- Strong organizational skills and the ability to work under pressure
- Ability to work independently and prioritize multiple tasks, priorities and deadlines
- Must have a valid driver's license and either lease or own a car, and must provide proof of insurance and vehicle registration

## **Benefits:**

- Excellent compensation and benefits package (including health, dental and vision insurance; life insurance; short- and long-term disability; retirement plan with employer matching; and flexible spending account)
- The training, management and resources necessary to support your career growth, helping you to exceed your personal and professional goals
- Paid vacation and holidays
- Employee health and wellness program that includes free personal training, if desired
- Casual dress
- Typical workweek: Monday – Thursday 8 a.m. – 5 p.m.; Friday 8 a.m. – 3 p.m.
- Modern office facilities on Dubuque’s thriving, historic Main St.

## **Equal Opportunity Employer:**

Platinum Supplemental Insurance is committed to providing equal employment opportunities (EOE) to all employees and applicants for employment without regard to race, color, gender, religion, sexual orientation, national origin, age, disability, marital status, amnesty or veteran status.

## **How to Apply:**

For consideration, applicants should submit their resume and reference information to [employment@pltnm.com](mailto:employment@pltnm.com). We perform a thorough hiring process in a timely manner for the benefit of our candidates and for Platinum’s long-term success. Please be prepared to complete all the required sections of the application.