



MARKETING/TRAVEL & EVENTS ADMINISTRATIVE ASST.

Platinum Supplemental Insurance is an innovative marketer of supplemental insurance products, serving over 70,000 customers throughout the Midwest. Our passion for identifying the needs of our customers and designing high-quality products to meet those needs and exceed expectations has contributed to our ongoing growth. To help us meet the needs of this growth, we're looking for a talented, organized professional to join our Marketing and Travel & Events teams in the role of administrative assistant.

The administrative assistant position is responsible for supporting the daily activities of these two departments. There is room for growth in this position. Positive self-starters who look to improve systems and ease workflow for the group by going above and beyond will find that their role within the department could quickly expand.

We are seeking a candidate who is positive, enthusiastic, detail-oriented and a go-getter. They must be able to thrive in a fast-paced environment and be able to take direction from many different members of the team.

Primary Responsibilities:

- Assist with the administration of our recruiting advertising efforts, including tracking advertising spending
- Update daily Craigslist ad postings
- Update monthly AccessDubuqueJobs.com postings
- Maintain up-to-date support documents for our recruiting teams
- Manage the annual sales and years-of-service award programs for sales representatives and leaders
- Organize and manage extensive shipping requirements for the company's annual trip
- Manage hotel reservations and catering orders for ongoing local and remote events, such as sales training meetings, recruiting seminars and Worksite Sales meetings
- Provide assistance as needed to Travel & Events specialists, members of the Marketing team and the vice president of marketing and worksite sales

Job Requirements:

- High school diploma or equivalent
- Pleasant, professional, enthusiastic attitude
- High level of competency in Microsoft Word and Excel
- Professionalism in handling department financial information and records
- Strong verbal and written communication skills
- Organized and detail-oriented

Preferred Skills and Qualifications:

- Previous experience in administration
- Ability to thrive in a fast-paced, ever-changing work environment
- Ability to identify what needs to be done and then to jump in and do it with little direction
- Ability to take direction from several different team members
- Ability to work independently with minimal supervision

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)
- Paid vacations and holidays
- Ongoing career development and advancement opportunities available to help you exceed your personal and professional goals
- 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.
- A fun workplace environment with talented individuals who value your input and collaboration
- Beautifully renovated office facilities on Dubuque’s thriving, historic Main Street

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 cover letter, resume and reference information to: agravel@pltnm.com.