



# RECEPTIONIST/SUPPORT SPECIALIST

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Platinum Supplemental Insurance in Dubuque, Iowa, is seeking a **Receptionist/Support Specialist** to provide essential support to field sales representatives and office staff. This person will also greet customers and business associates face-to-face and over the phone in a professional, friendly, and welcoming manner. This position is an integral part of Platinum's mission to provide the best experience to its customers, sales representatives and employees.

**Why choose Platinum?** Platinum Supplemental Insurance is one of the most innovative and quickly growing marketers of exclusive supplemental insurance products in the Midwest. Our products protect families if they experience a major illness such as cancer, heart attack or stroke. At Platinum, you'll be part of a fun, family friendly company that values employee input and collaboration, a healthy work-life balance, and excellent opportunities for career growth.

## Primary Responsibilities:

- Answer phones, transfer calls and greet guests when needed
- Help assemble and ship territory map books for teams of field sales representatives
- Help assemble and ship supply orders
- Utilize the UPS shipping process and provide assistance to other departments as needed
- Perform other duties as assigned

## Preferred Skills and Qualifications:

- Basic computer skills and proficiency in Microsoft Office Suite
- Positive attitude, high energy level and passion for your work
- Good organization skills and proven attention to detail

## Benefits:

- Excellent compensation and benefits package (including health, dental and vision insurance; flex spending account; life insurance; short and long-term disability; and retirement plan with employer matching)
- 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.
- 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](mailto:agravel@pltnm.com).