



SUPPORT SPECIALIST

Platinum Supplemental Insurance in Dubuque, Iowa, is seeking a support specialist to provide essential support to field sales representatives and office staff. In this position, you will also occasionally greet customers and business associates face to face and over the phone in a professional, friendly and welcoming manner. Successful candidates will be exceptionally organized, motivated and professional. You will play an integral part in Platinum's mission to provide the best experience to its customers, sales representatives and employees.

Why choose Platinum? At Platinum, you'll be part of a fun, friendly company that values employee input and collaboration, a healthy work-life balance, and excellent opportunities for career growth.

Primary Responsibilities:

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

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 professional judgment, as well as a high level of attention to detail and accuracy
- Occasional need to lift, push or carry supply loads up to 45 pounds

Benefits:

- Excellent compensation and benefits package, including health, dental and vision insurance
- Paid vacation and holidays
- The training, management and resources necessary to support your career growth, helping you to 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.
- 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. 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.