



Job Posting

Job Title: Administrative Assistant
Reports to: Regional Sales Manager
Location: Albuquerque, NM Office (FFC)

Position Description:

The Marketing Administrative Assistant is responsible for administrative & office support to the New Mexico, West Texas and Arizona sales teams. Under the supervisions of the regional sales manager the position collaborates with internal and external clients to promote, initiate and facilitate the sales cycle, client relationships and the company's benefit & CRM system in support of the marketing and sales teams. Will ensure full cycle benefit management, enrollment & new business processes flow efficiently and maintains communication with corporate colleagues, clients & customers are handled promptly and professionally. This position will work with school districts in the K-12 market providing product options in core and voluntary benefits.

Qualifications

- 2 years proven track record in customer service.
- 2 years of Administrative Assistant experience.
- Must be Bilingual - Spanish & English
- Strong customer service skills and a proven track record of handling sensitive client information.
- Must have proven oral & written communication, as well as presentation skills through work.
- Must have strong knowledge and work experience using Excel, Word & Outlook.
- High school diploma required or equivalency required (GED).

Preferred Qualifications

- 2 years experience working with benefits (medical, dental, vision, prescription drug service and retirement plans).
- Knowledge of general benefit plan terminology highly preferred.
- Knowledge of the K-12 market benefits highly preferred.

Knowledge, Skills and Abilities

- Time management and organization skills
- Computer proficiency
- Strong sense of urgency
- Ability to work independently with minimal direction
- Strong interpersonal skills; diplomatic and tactful

Must be able to obtain and maintain security clearances and successfully complete a thorough background check.

EQUAL OPPORTUNITY EMPLOYER