

Senior Administrative Coordinator

Reports to: Partner

Status: Exempt

Duties:

- Review partner's email and organizes accordingly
- Call clients as needed/ schedule meetings when time permits
- Draft written responses or replies by phone or e-mail when necessary
- Organizes and prioritizes large volumes of information and calls.
- Schedule and organize activities such as meetings, travel, conferences
- Establishes, develops, maintains and updates filing system
- Types and designs general correspondences, memos
- Proofreads copy for spelling, grammar and layout, making appropriate changes
- Complete and submit all insurance applications to carrier
- complete and submit delivery requirements to carrier
- answer underwriting questions
- file case notes from dictations

Minimum Education:

- Associates Degree or Bachelor's preferred

Skills and Experience:

- 5-10 Years of high level or senior level staff experience

Firm Requirements:

- Must maintain client confidentiality
- Ability to ensure compliance of firm's policies and procedures
- Attention to detail with strong oral and written communication skills
- Ability to prioritize and multitask
- Strong interpersonal skills
- Strong organizational and documentation skills
- Creative, flexible, and persistent in completing tasks
- Strong initiative; ability to work independently
- Very experienced in MS Office Suite (Windows, Word, Excel, Email)

Working Conditions:

- Work is carried out in a controlled, agreeable environment as generally represented by normal office conditions

Mental and Aptitude Requirements:

- Analytical, conceptual, problem solving and decision-making skills

Physical Requirements:

- Physical exertion includes bending, pushing, standing and walking. Must be able to move or lift approximately 25 pounds.
- Ability to speak clearly and distinctly
- Good vision and good hearing acuity (with glasses and hearing aids, if necessary)

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Background check required for all employees