

Company Profile

Intuitive Risk Management International is a consulting firm specializing in risk management advisory services that help companies meet the challenges associated with risk. With focus on quality, compliance, operations, project management best practices and business strategies, customers work smarter, not harder. The company's protective services division provides legal service and identity theft programs provide solutions that protect and benefit employers, small business owners, individuals and families. Providing consultative services, education, awareness and outreach is key to our approach; analyzing challenges and assessing needs to provide solutions that empower and make a difference.

How to Apply

To apply: Interested candidates should submit an online application with resume and portfolio via www.intuitiveriskmanagement.com

Duties and Responsibilities:

Individual must be able to work in a fast paced, high pressure environment and have extra-ordinary communication, management, tech, and leadership skills.

The Administrative Assistant is an individual who relishes the opportunity to build, implement, and manage multiple systems with minimal supervision. This position requires an individual who is deeply committed to completing tasks the right way with a high degree of quality, attention to detail, and consistent communication. This person has immense focus and can do one thing for a long time without getting distracted, as well as the ability to stay calm among the whirlwind and urgent matters. This individual may exhibit some drive and desire to influence; however, the overriding marker of his/her behavior is persistence and stability.

An Administrative Assistant is deeply committed to supporting the CEO in achieving greater and greater levels of success, and to growing his/her own skills and developing into a supportive leader within the growing team.

Key Skills Include:

- Strong written and verbal communication skills
- Positive attitude
- Self-motivated
- Punctual
- Exceptional organizational and project management abilities
- Pro-active and Creative
- Social Media Proficient
- Detailed oriented
- Great ability to focus
- Concerned about doing things the right way
- Calm under pressure
- Learning based
- Service-based attitude
- Proven ability to succeed
- Ability to coordinate and maintain follow-up on many projects/tasks simultaneously
- Strong Customer Service Skills
- Tech Savvy - must know Microsoft Office, Accounting software and Social Media Marketing
- Experience with developing PowerPoint presentations
- Ability to prioritize constantly changing work loads
- Strong Desire for Growth (personal & professional)

- 3-5 years of customer service experience AND High-level administration experience in a fast paced office mandatory
- Technology, tax and insurance industry experience a plus, but not mandatory.

Top 5 Signs This Is NOT The Right Opportunity For You:

- 1) You prefer a job where you have a lot of downtime at work and never have to pick up the phone.
- 2) You aren't comfortable handling difficult conversations with clients.
- 3) You're the one freaking out when something doesn't go as planned.
- 4) You frequently need to borrow a pen during meetings.

This position is a part time position that has the potential to grow into full time within 6 months to a year.

Job Type: Part-time

Salary: \$10.00 to \$15.00 /hour

Required education:

- Associates

Required experience:

- Administrative Assistant: 3 plus years

Position type:

- Contract (1099)
- Part-time