



Office Administrator

Job Purpose: This role focuses on maintaining efficient office operations through data management, client and prospect follow-up, and the distribution of necessary documentation. It plays a pivotal role in supporting business processes and ensuring organizational functionality.

Skills/Qualifications:

- Proficiency in Microsoft Office Suite (Word, Excel) and Google Workspace (Docs, Sheets)
- Strong organizational and planning skills
- Excellent written and verbal communication abilities
- Ability to manage and prioritize tasks efficiently
- Detail-oriented with a focus on accuracy
- Experience with data entry and management
- Basic understanding of office equipment and troubleshooting
- Familiarity with client management and lead tracking systems
- Ability to work independently and take initiative
- Strong problem-solving skills
- Time management skills to meet deadlines
- Customer service orientation for interacting with clients
- Basic financial literacy for handling invoices or budgets
- Adaptability to changing workloads and priorities
- Teamwork skills and the ability to collaborate effectively
- Discretion and confidentiality for handling sensitive information
- Basic project management skills
- Experience in administrative or support roles
- Capacity to learn and utilize new software or technology tools
- Professional demeanor and appearance
- Proficiency and enthusiasm in telephone communication

Scope/Key Responsibilities:

- **Data Management:** Organize, update, and maintain accurate client data records and databases.
- **Client and Lead Communications:** Proactively follow up with clients and leads, ensuring timely and effective communication.
- **Document Handling:** Prepare and distribute necessary documentation, ensuring accuracy and compliance.
- **Office Coordination:** Keep the office running smoothly by managing supplies, equipment, and scheduling.
- **Communication:** Handle phone calls and correspondence, providing a friendly and efficient point of contact.
- **Administrative Support:** Assist with various administrative tasks, including scheduling meetings and managing emails.
- **Process Improvement:** Continuously identify and implement improvements to office processes and procedures.



Compensation: \$15.00 - \$18.00/hour

Hours: 25-40 hours/week

To Apply: Go to www.ovationinsure.com/careers and complete the online application with resume and cover letter.