

If you want to work in a place where you are treated with respect, work in a relaxed yet professional atmosphere and will be recognized for your work ethic and talents, Black, Gould offers this environment. This position is a first step to gaining industry experience in the health benefits insurance field! You will be the face of our company as well as gain valuable experience allowing you to grow into other positions with more responsibility!

Our company benefits and perks are excellent and include:

- ***Medical***
- ***Dental***
- ***Life***
- ***STD & LTD***
- ***Paid Time Off for sick, vacation and personal leave***
- ***401k (with employer match)***
- ***Employee Stock Ownership***
- ***Medical FSA***
- ***Dependent Care FSA (with employer match)***
- ***Education Assistance, Gym Reimbursement, Casual Days and more!***

Our front desk administrative assistant is responsible for greeting visitors, opening and closing the office each day and working with other departments, such as H.R., in completing various projects requiring knowledge of MS Office programs.

Requires:

- High level customer service skills
- Excellent communication skills
- Good computer and organizational skills
- High comfort level working with MS Office
- Type 45 + wpm
- **Some experience working with medical insurance is helpful**
- Fine attention to detail
- Dependable and have excellent attendance
- Professionalism in all aspects of customer service