



The Corcoran & Havlin Insurance Group, a division of Cross Insurance, is looking for an **Administrative Executive/Receptionist** in our **Wellesley office**. As the face of our agency, this employee is responsible for answering phone calls at the front desk & welcoming all visitors to the agency. They will oversee supply ordering, daily mailings, maintain office equipment & perform various agency tasks.

Specific responsibilities include:

- Receive visitors and callers, determine their needs, check appointments, and direct visitors to the appropriate person or office.
- Maintain and act as a point person for agency telephone system; set up new office lines and manage all other phone information.
- Distribute daily faxes received via email to the appropriate parties
- Pick up incoming agency mail from the Post Office each morning; open, sort and distribute all incoming agency mail.
- Prepare and track all express mailings & maintain FedEx account
- Order and price all agency supplies including general office supplies, toner, and stationery
- Log service calls on any malfunctioning office equipment
- Troubleshoot postage machines at each branch including replenishment of funds for postage
- Maintain agency lists (e. g. company directory, Disaster Calling Tree, etc.)
- Help keep Facebook page & company website updated & current with interesting content, agency updates & other information
- Log all agency cancellations and reinstatements, both Commercial and Personal lines.
- Set up & break down A/V equipment in the conference room for department meetings.
- Train new hires on phone system & office procedures.

Qualifications:

- Excellent organizational, interpersonal, written and verbal communication skills.
- Appropriate technical knowledge and computer skills.
- Proficient in Microsoft Suite (Excel, Office, PowerPoint and Outlook).
- Capable of juggling multiple responsibilities while maintaining composure.
- Able to prioritize tasks and anticipate needs.

Please send your resume to **Beth Eyster** at BEyster@chinsurance.com