

Senior Executive Assistant in Raleigh, NC

Requirements:

- 5+ years' experience supporting senior leadership positions
- Advanced proficiency with technology including Microsoft Outlook, Power Point, Excel, Word, Visio and Adobe Pro.
- Accuracy and attention to detail. Well organized and able to handle multiple and complex issues simultaneously with minimal supervision.
- Strong interpersonal, oral and written communications skills to interact professionally and decisively with individuals from all levels, particularly senior leaders, inside and outside the organizations.

Responsibilities:

The Senior Executive Assistant will provide comprehensive support to the General Manager and the Chief Information Officer of the organizations. Responsibilities include administrative tasks such: answering phones; maintaining records and files; running reports, providing analysis of reports, coordinating travel, supporting budget and expenses needs and scheduling meetings. This position will also standardize existing and create new processes for support functions in the organizations. Independent decision-making ability is required.

The Senior Executive Assistant works with many of the Organizations' departments, as well as a broad range of customers including Board and Committee members, requiring a high degree of professionalism. With this diverse group of customers, another important attribute of the position is the ability to prioritize and determine the urgency of each and effectively and professionally execute any follow ups or responses required.

Why Should You Apply?

- Competitive compensation and benefits package including health, dental, vision, 401k, and annual bonus plan
- Minimum of 4 weeks paid time off plus 10 paid holidays per year
- Hybrid 37.5-hour flexible work week with Friday afternoon off
- Committed to work life balance for our employees

We look forward to hearing from you. Please send your resume to:

HR@NCRB.ORG

NC Rate Bureau /NC Reinsurance Facility/NC Insurance Guaranty Association

- The NCRB is responsible for proposing and filing rates, forms, and rules on behalf of member insurers generating about \$12 billion in premiums and is responsible for administering the North Carolina Workers Compensation Assigned Risk Plan for about 27,000 North Carolina employers.
- The NCRF reinsures about 1.25 million policies (~25%) of the North Carolina auto market.
- The NCIGA administers claims for insolvent insurers managing up to \$93 million in reserves.
- There are currently about 100 employees of the Organizations.
- The Organizations have ~\$1.5 billion in revenue annually and ~\$1.1 billion in investments.

The Organizations are equal opportunity employers dedicated to a policy of compliance with all federal, state and local laws regarding nondiscrimination in employment. Applicants are considered for all positions without regard to race, ancestry, color, age, national origin, ethnicity, religious creed or belief, physical or mental disability, marital or familial status, legally protected medical condition, genetic information, military or veteran status, sex (including pregnancy, or related medical condition), gender (including gender identity and expression), sexual orientation, citizenship/alienage status, protected activity (such as opposition to or reporting of prohibited discrimination or harassment), arrest or conviction record, or any other status or protected characteristic protected by law. In addition, this Organization does not discriminate on the basis of physical or mental disability where the essential functions of the job, as reasonably accommodated, do not require such distinction.
