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## CAREER OPPORTUNITY

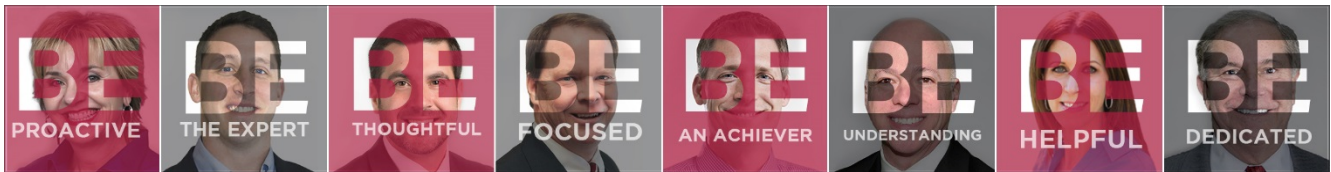
**Position:** Administrative Associate

**Office:** Waukesha Office

**Status:** Full-time

**Career Level:** Entry Level

**Benefits:** Profit Sharing, Community Involvement and Volunteer Opportunities, Full Benefits Package Including: Generous PTO/Holidays, Health Insurance, Dental Insurance, Life Insurance, Vision Insurance, 401K with a Friendly and Casual Work Environment



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### Job Description

Entry-Level clerical and front line customer relations work, with primary responsibility for courteous and efficient facilitation of telephone calls and visitors. Expedites the steady flow of internal and external communications, such as incoming/outgoing telephone messages, visitors, messengers and delivery services.

### Responsibilities

- Promptly determines nature of a caller's business and directs callers and visitors to the appropriate person, or takes messages.
- Operates telephone console to facilitate internal messages and telephone transfers. Receives incoming telephone calls and places outgoing calls. Provides answers to routine inquiries and other information as appropriate
- Perform clerical duties: processing clients payment, data entry into excel worksheets, mail, filing, printing
- Maintains strict confidentiality of information processed
- Must maintain courteous, professional and effective working relationships with employees at all levels of the organization
- Responsible for providing timely, appropriate responses/requests/suggestions/complaints or refer such comments to appropriate person



ROBERTSON RYAN  
& ASSOCIATES

BUSINESS | PERSONAL | BENEFITS INSURANCE

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## Requirements

- High School Diploma, GED or equivalent combination of education and experience
- 1-3 years of experience in a busy office environment required

Send your resume and cover letter to [careers@robertsonryan.com](mailto:careers@robertsonryan.com).