

Mahowald's Mission: We Protect People, Property, Prosperity, and Peace of Mind

Administrative Associate

Overview:

The Administrative Associate is a proactive-minded professional, well-versed in agency policy, procedures, and digital office solutions.

The Administrative Associate is accountable for providing a high level of support to the overall functioning of the office, collaboratively working with agency staff personnel to provide for an efficient client-service environment and ensuring that internal standards are continually met.

The Ideal Candidate:

- Has strong organizational and analytical skills
- Is able to manage multiple projects at one time
- Has a strong attention to detail
- Prioritizes tasks to meet timelines
- Is an independent problem solver
- Is sensitive to confidential information
- Exhibits good judgment
- Models behaviors supporting core values and best practices

Qualifications:

- High School Diploma, or equivalent required
- Associate Degree in Business or related field preferred
- Experience managing system users and software preferred
- Experience utilizing Microsoft Office products and digital platforms
- Ability to interpret situations and strategize solutions

Who We Are...

Mahowald is a team of talented and hard-working professionals pursuing sustained and meaningful careers that serve our clients. With over 88 years of experience, our history is our foundation for our future as we have worked hard to earn our Clients' trust through competence, service, respect, and confidentiality.

We understand risk and are proactive in evaluating and developing programs for our clients. We offer unmatched support, we provide exceptional guidance and service. We genuinely care for our clients and our community, we make service a priority and we take pride in giving back to the communities in which we live, work, and play.

How to Apply...

Please send cover letter and resume to:

Jill Phillipp

HR Generalist

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