



**Department:** Personal Lines Insurance  
**Title:** Receptionist & Operations Support  
**Location:** Key Biscayne, FL

### **Role Overview**

The Receptionist & Operations Support is responsible for front of the house operations, greeting visitors, supporting all members of the team in their daily duties and providing exceptional customer service to our private clients. Our preferred candidate has had experience working as administrative assistant/ receptionist, ideally with high net worth clientele.

### **Position Summary**

You will be the face that visitors see when they come in and the voice they hear when they call. You're the type of person who thrives on giving your best in customer service. You have a keen attention to detail, strong verbal and written communication skills and at least a moderate level of proficiency with computer applications such as Microsoft Word and Excel, with the ability to learn appropriate insurance company and firm software programs. You are great at multi-tasking, work efficiently, stay very organized and thrive in fast-paced environments. You will also be responsible to support operations as to office supplies, local office errands and other operational needs. We are seeking candidates who have the ambition to grow within the firm into other areas.

### **Education, Experience, Skills & Abilities Requirements**

- Excellent written and verbal communication skills
- Moderate knowledge of Microsoft Excel and Word
- Ability to learn appropriate insurance company and firm software programs
- Demonstrate firm's core values, exuding behavior that is aligned with corporate culture
- Take initiative to contribute as a proactive and determined professional
- Current Florida 4-40 License, as required by the State Department of Insurance to provide client services as necessary in states where the firm

functions, or be willing and able to obtain all required licenses within the first 90 days

### **Working Conditions**

- Fast-paced multi-tasking environment
- Job Type: Full-time
- Compensation: commensurate with experience and eligible for benefits

### **Language & Experience**

- Fluent in English and Spanish
- Administrative Assistant/ Receptionist / Personal Lines Insurance experience: 2 years (Preferred)

### **How to Apply**

- Send your CV and cover e-mail to [employment@pvginsurance.com](mailto:employment@pvginsurance.com)