



Position Title: Great Day Coordinator
Department: Administration

INSPIRE. INNOVATE. ELEVATE.

Each and every one of our team members embody our core values and beliefs. We inspire one another, hold each other accountable, and intentionally practice collaborative behavior. We invest in talent and cultivate relationships by supporting the success and development of others, bringing optimism and passion into our work.

Our greater purpose is to give more than we take, having a servants' heart for our clients, co-workers and community.

PRIMARY FUNCTIONS:

- Provides prompt, accurate, and courteous service to clients, producers, and peers.
- Provide with a positive attitude, the highest level of support needed to maintain, expand and service client's, coworkers and community.
- Develop talents to highest level possible.
- Follow & abide by all Agency Procedures.
- Core Values are represented through all behaviors, actions, and communications.

MAJOR RESPONSIBILITIES:

- Friendly first impression of Highpoint Insurance Group – it's always a great day at Highpoint!
- All incoming and routing of phone calls.
- Open and sort all incoming paper mail.
- Monitor, respond and route all website chat communications.
- Bake, prepare and track all cookies for Producers as requested.
- Maintain and monitor bathroom supplies daily.
- Maintain and water all office plants.
- Freshen up Friday – tidy up all public areas, clean out refrigerators, microwaves, etc.
- Maintain the front lobby, coffee bar, and kitchen for cleanliness and presentation at all times.
- Load/unload the dishwasher every morning and afternoon.
- Other projects/duties as assigned.

QUALIFICATIONS:

- Administrative experience preferred but not required.
- High School Diploma or equivalent; some college preferred.
- Strong organizational, verbal, and written communication skills.
- Must be a self-starter, imaginative and creative with good communication skills.