

Job title	<i>HR Assistant/Licensing Coordinator - 43-4161</i>
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Job purpose

To provide ongoing and reliable back-office support pertaining to human resources, licensing & contracting, marketing, and agency events, as well as customer service as needed.

Duties and responsibilities

- Process Agency and Advisor licensing & contracting and maintain records
- Assist with compliance questions via broker dealer, and maintain records
- Coordinate onboarding processes with management & personnel; work with Human Resources Management to create and maintain procedures
- Attain and review all new hire and termination paperwork
- Coordinate employee performance appraisals (probationary and annual) for all office staff
- Coordinate and maintain the PTO and Holiday Calendars
- Assist Management with any employee disciplinary issues and ensure employee files are properly documented
- Create and maintain job descriptions
- Assist with creation and distribution of marketing materials, i.e.: Agency marketing pieces, open enrollments, forms, etc.
- Assist with annual Agency & university events, i.e. annual & regional meetings, benefit fairs, open enrollments, philanthropic activities, etc.
- Manage Part-Time & Reception staff and ensure projects are being worked timely
- Answer phones and provide customer service when needed
- Comply with all federal, state and insurance regulations as relates to the position
- Other duties as assigned

Qualifications

These are the qualifications that are necessary for someone to be considered for the position.

- Bachelor's Degree preferred
- 2-4 years administrative and customer service experience
- 1-3 years Human Resources support experience
- 1-3 years Insurance and/or Financial Services support experience preferred
- Exemplary written and verbal communication skills
- Proficient in Microsoft Office product suite
- Some experience with Adobe design suite preferred
- Some event planning experience preferred

Please e-mail resumes to Christina Brown, Director of Accounting and HR at The Gabor Agency:
cbrown@gaboragency.com.