



Administrative Assistant

A recently established interstate compact is looking for an Administrative Assistant to assist with basic, daily office functions for Executive Director to include travel arrangements. The Administrative Assistant will work for an innovative and team-oriented office on cutting-edge state-based regulatory issues. In addition, this position will assist with: receptionist responsibilities; advanced internet research; electronic and hard copy filing; drafting of documents; staff preparation; and basic organization.

The ideal candidate has an Associates Degree or equivalent from two-year college or technical school; one to two years related experience; and/or training or equivalent combination of education and experience. Must be proficient with Microsoft Outlook as well as Microsoft Office Suite (Word, Excel and Power Point). Knowledge of web based programming is desired as well. Salary is commensurate with experience.

For additional information on the IIPRC, please visit www.insurancecompact.org.

For consideration, please submit a cover letter and resume to employment@insurancecompact.org.

http://www.insurancecompact.org/compact_about.htm

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