

Marketing / Management Admin Assistant

Red Shield Insurance Company has a strong reputation and presence as a regional insurance company. If you care about what you do, are inspired by working as a team, want to make a difference and don't want to be bothered by the big corporate headaches, then Red Shield should be your choice.

By maintaining a positive atmosphere, offering a full benefit plan and cultivating a family-oriented atmosphere, our employees thrive at serving our customers, internal and external. Located in beautiful Portland, Oregon, our goal is to serve the needs of our customers while enjoying what the Pacific Northwest has to offer.

If you are creative, motivated, have strong technical skills and are looking for a position with a variety of things to do, you should consider our Marketing/Management Admin position!

What your day could include:

- Form creation
- Preparation of reports &/or presentations
- Company web page maintenance
- Special event planning
- Telemarketing calls to agents
- Assist agents with company online systems
- Research potential new appointments
- Merchandise design and ordering
- Mass email creation and database management
- Create ad placements for industry publications
- Create flyers/brochures

To be successful at this you will need:

- Strong negotiation, problem-solving and research skills
- Organized
- Strong interpersonal skills
- Strong work ethic
- Working knowledge of graphic design and software
- Able to work closely with others
- Exceptional communication skills
- Ability to read, write and orally communicate in English, clearly and concisely with use of good grammar, spelling, and punctuation
- Strong knowledge of Microsoft Word, Excel, Publisher and Power Point
- Must be able to function using automated tools, including company systems, e-mail and the Internet
- Basic math skills
- Ability to multi-task

We are always looking for conscientious, customer-oriented people. We're big enough to offer the opportunities you need to be successful, but not so big that you'll get lost in the crowd.

Grow your career at Red Shield Insurance Company!