**McKee Risk Management** has been committed to delivering specialized underwriting, claims and risk control to select groups of insureds through our established agents since 1999. As a Commercial Insurance Program Administrator we recognize the importance of strong and deep relationships with both the carriers with whom we are aligned, our agents, brokers and one another. Our relationship-driven model provides a stable base for our business platform and enhances our ability to quickly and efficiently meet and exceed the expectations of carriers, agents, and insureds.  It is the contribution that our staff makes that allow us to provide the finest-quality services to our agents and insureds.

Hiring exceptional staff is the key to meeting and exceeding our business goals.  Hiring the right staff also allows McKee to continue to offer our exceptional work environment, excellent employee benefits, rewarding carrier paths and a healthy and fulfilling work-life balance.  We strive to provide every employee with the opportunity to grow physically, mentally and financially while working for McKee.

**Job Title: Receptionist**

The Receptionist’s role includes creating a positive first impression for our organization. The receptionist greets each of our visitors in a courteous and professional manner. Answers the telephone and directs callers to the appropriate department or individual, receives and distributes all mail items, organizes office supplies, kitchen and conference room areas, assists with various types of administrative work.

**Position Function:**

1. Greets and directs visitors to the company.
2. Handles incoming calls in a friendly and courteous manner; provides assistance and information as required and connects caller with desired party/voicemail, takes messages, screens telephone calls.
3. Effectively assess the needs of caller/visitor and determine urgency of situation.
4. Greet customers/visitors and inform employees of visitor’s arrival (or cancellation of an appointment).
5. Daily prepares outgoing mail for pick-up.
6. Opens and distributes all deliveries within 4 hours of receipt.
7. Assists with scheduling of meetings, conference room scheduling, meeting agendas.
8. Assists in the ordering, receiving, stocking and distribution of office supplies/marketing giveaways.
9. Orders and assists with set up and clean-up of breakfast and lunch meetings.
10. Performs other related clerical duties such as photocopying, filing, and data entry.

**Job Requirements:**

High School diploma required

Good interpersonal skills

Excellent telephone etiquette

Friendly, enjoys meeting and greeting people and making them feel comfortable

Technologically proficient

Professional appearance

Able to move boxes weighing approximately 25 – 40 lbs.

**Competitive salary, 401k w/ profit sharing, HSA, Professional Development, Medical, Dental, Vision, In-House Gym, Paid Time Off (PTO), Business Casual Dress.**

**Email your resume to Jobs@mckeerisk.com**