

HOVIS & ASSOCIATES

De Soto Office

120 North Main Street
De Soto, Missouri 63020
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Festus Office

998 East Gannon Drive, #240
Festus, Missouri 63028
Main: (636) 937-4343
Fax: (636) 931-6918

St. Louis Office

12660 Lamplighter Square
Saint Louis, Missouri 63128
Main (314) 380-2030
Fax: (314) 270-8448

Hovis & Associates is accepting cover letters with resumes for a full-time Executive Assistant at our St. Louis location.

This person should be a highly self-motivated and detail-oriented individual who is results driven with strong people skills and a “can-do” attitude. The candidate should also be able to demonstrate high performance levels, professionalism, an extremely strong work ethic, and meticulous implementation/follow through. Good judgement and discretion are required.

The applicant will be expected to perform the following duties:

- Serves as gatekeeper for the Vice President-Medicare with primary responsibility for all aspects of supporting the VP-Medicare. The Vice President oversees 200+ agents and the Medicare book of business for the firm.
- Manages a substantial portion of the VP-Medicare's inbound and outbound communication
- Screens calls, determining which can be handled by subordinates or other offices
- Prepares documents for Medicare insurance and performs clerical duties in front office reception area
- Advance knowledge of and use of databases
- Proficient in Microsoft Office Suite including Publisher; Adobe Acrobat
- Able to multi-task regarding numerous insurance companies; complete annual certifications; obtain Life & Health Insurance license
- Composes and types routine internal and external letters and memorandum; Strong verbal and written communication skills
- Able to maintain a high-level of confidentiality and enforce/follow HIPAA compliance
- Organizes and maintains files of correspondence, records and other related matters
- Edits and prepares correspondence, presentations, charts, graphs and other reports; gathering and summarizing data, facts and figures
- Organizes and expedites flow of work through office; initiate follow-up action
- Prioritizes and manages multiple projects simultaneously and follow through on issues in a timely manner
- Event Planning
- Marketing to agents
- Customer Service Representative

Hovis & Associates would prefer the following attributes:

- Bachelor Degree

Excellent benefits package available.

Please upload both cover letter and resume via website only.