

# **Hovis & ASSOCIATES**

## **De Soto Office**

**120 North Main Street  
De Soto, Missouri 63020  
Main: (636) 586-9233  
Fax: (636) 586-9203**

## **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**

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Hovis & Associates is accepting cover letters and resumes for a full-time Executive Assistant at our Festus location.

Executive Assistant needed in fast-paced health insurance and financial services firm. 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. Must exercise discretion and uphold a high degree of confidentiality. Candidate should possess strong organizational, time management, and problem-solving skills, as well as be a team player. Excellent verbal and written communication skills needed.

The applicant will be expected to perform the following duties:

- Serves as gatekeeper for the Vice President-Operations with primary responsibility for all aspects of supporting the VP-Operations. The Vice President oversees Compliance, Human Resources, Marketing, IT and sells Medicare policies.
- Manages a substantial portion of the VP-Operations' inbound and outbound communications
- Screens calls, determining which can be handled by subordinates or other offices
- Prepares documents for HIPAA and Medicare compliance, Medicare insurance and performs clerical duties in front office reception area
- Advance knowledge of and use of databases
- Strong computer skills required. 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
- Able to maintain a high-level of confidentiality and enforce/follow HIPAA and Medicare 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
- Marketing Assistance with Company website, on-line social media pages, print ads, customer communications
- Event Planning
- Customer Service Representative; Patience is a must!

Hovis & Associates would like the following attributes:

- Bachelor Degree Required
- Marketing
- Medicare Insurance Experience Preferred
- HIPAA Compliance Experience Preferred

Excellent benefits package available!

Please upload both cover letter and resume.