

Who We Are:

We are transforming the insurance industry. **Henriott Group, Inc.** is committed to our mission to “providing our clients customized, innovative and cost-effective products and services to reduce risk”. We do this through open conversations with our clients to understand what is working, what needs adjusted and what is missing. Then, and only then, are we able to offer a solution to improve the position of those who wish to work with us.

Our solutions range from, but are not limited to, insurance products, human resource services, health & wellness, and risk management.

Our Workplace Culture:

As a company passionate about transforming people’s lives, we are just as passionate about our team and supporting them in all aspects of their lives beyond the workplace. Our workplace culture supports both autonomy and collaboration. We offer a balance of pushing people beyond their comfort zones and allowing them to succeed at what they do well.

What You Bring:

You’re looking to become part of a high-energy team where you will play a key role in building a successful company that already has great traction. You love to problem solve, are obsessive about the details, and do all of this with our client’s best interest in mind.

Objectives:

The HGI Collaborator will provide administrative support to ensure efficient operation of the office. The successful candidate will be responsible for a variety of tasks related to organization and communication. The ideal candidate is highly organized, detail-oriented, and comfortable working in a fast-paced environment.

Broad responsibilities in this role include, but are not limited to:

- Answer and direct phone calls, emails, and other correspondence
- Greet and direct visitors to appropriate personnel
- Schedule and coordinate appointments and meetings
- Maintain and update office files and databases
- Process and distribute incoming and outgoing mail
- Manage office supplies and inventory
- Perform general clerical duties, such as copying, scanning, and faxing
- Assist with preparing presentations and other materials for meetings
- Other duties as assigned

Requirements:

- High school diploma or equivalent required; Associate's or Bachelor's degree a plus
- 1-2 years of administrative or office experience preferred
- Excellent verbal and written communication skills
- Proficient in Microsoft Office (Word, Excel, PowerPoint)
- Strong organizational skills and attention to detail
- Ability to multitask and prioritize work effectively

- Professional demeanor and positive attitude
- Ability to maintain confidentiality and discretion
- Flexibility and adaptability to changing priorities and demands
- Growth minded

What We Offer

- Competitive salary with unlimited earning potential
- Health
- Dental
- Vision
- Virtual Telehealth Services
- Company Paid Life Insurance
- Company Paid Short Term Disability
- Company Paid Long Term Disability
- 401(k)
- Employee Assistance Program
- Flexible Paid Vacation Leave
- Paid Holidays
- Paid Maternity Leave
- Paid Paternity Leave
- Fun and modern work environment

If successful, you will...

Work with and become a part of a talented, collaborative team who make it their mission to bring *“certainty in an uncertain world”*.

Job Type: Full-time

Pay: \$38,000.00 - \$40,000.00 per year

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Employee assistance program
- Health insurance
- Health savings account
- Life insurance
- Paid time off
- Parental leave
- Vision insurance

Schedule:

- 8-hour shift, Monday-Friday
- Work Location: In person