



Executive Assistant
Birmingham, AL



THE CORE SPECIALTY ADVANTAGE

Core Specialty offers a diversified range of property and casualty insurance products for small to mid-sized businesses. From underwriting offices spanning the U.S., the Company focuses on niche markets, local distribution, and superior underwriting knowledge, offering traditional as well as innovative insurance solutions to meet the needs of its customers and brokers. Core Specialty is an insurance holding company operating through StarStone Specialty Insurance Company, a U.S. excess and surplus lines insurer, and StarStone National Insurance Company, a U.S. admitted markets insurer. The Company is rated A- (Excellent) by AM Best.

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Essential Duties and Responsibilities: (Position based in Birmingham, AL)

The Executive Assistant will report directly to the President of the Property Division and will also serve as a liaison to senior management in the Birmingham Office which includes but is not limited to the following: organizing and coordinating meetings, domestic and international travel bookings, and overseeing special projects.

The Executive Assistant must be intuitive to work well within a mission-driven, results-driven and community-oriented environment. The ideal candidate will have the ability to exercise good judgment in a variety of situations with strong written and verbal communication, administrative and organizational skills coupled with the ability to maintain a realistic balance among multiple priorities.

Key Accountabilities/Deliverables:

- Responsible for completing a broad variety of administrative tasks for the President including managing an extremely active calendar of appointments; completing expense reports; composing and preparing correspondence that is sometimes confidential; arranging complex and detailed travel plans, itineraries, and agendas; and compiling documents for meetings
- Plan, coordinate and ensure the President's schedule is followed and respected. Provides "gatekeeper" role, creating win-win situations for direct access to the President's time and office
- Manages and compiles reports on a weekly, monthly and quarterly basis
- Provides a bridge for smooth, clear communication between the President's office and internal departments; demonstrating leadership to maintain credibility, trust and support with senior management staff
- Prioritizes conflicting needs; handles matter expeditiously, proactively, and follows-through on projects to successful completion, often with deadline pressures
- Responsible for general office maintenance: inventory management, ordering bi-weekly lunch, prepare office for visitors, plan office events and coordinate with the building's Property Manager as needed
- Serve as on-site point of contact for onboarding with HR and IT
- Researches, prioritizes, and follows up on incoming issues and concerns addressed to the President, including those of a sensitive or confidential nature. Determines appropriate course of action or response
- Works closely and effectively with the President to advise of upcoming commitments and responsibilities, following up appropriately. Acts as a "barometer," having an intuitive sense for the current environment and keeping the President informed
- Manages a variety of special projects for the President/Senior Management
- Successfully completes critical aspects of deliverables with a hands-on approach, including drafting documents, personal correspondence, and other tasks that facilitate the President's ability to effectively lead the department
- Responsible for ensuring the President maintains up to date licenses and continuing education hours

Experience:

- Bachelor's Degree or relevant work experience required

- Strong work tenure: Five to 10 years of experience supporting C-Level Executives, preferably in the Insurance or Legal industries
- Proficient in Microsoft Office (Outlook, Word, Excel and PowerPoint) and Adobe Acrobat
- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail
- Very strong interpersonal skills and the ability to build relationships with stakeholders, including team members, board members and external partners
- Expert written and verbal communication skills
- Demonstrates proactive approaches to problem-solving with strong decision-making capability
- Highly resourceful team-player, with the ability to also be extremely effective independently

At Core Specialty we believe that our employees are our most important asset. Helping our employees and their families achieve and maintain good health – physical, emotional, and financial – is the reason Core Specialty offers extremely rich and affordable benefits including, but not limited to medical, dental, vision, and life insurances; short and long-term disability; a Company-match of 100% of a 6% contribution 401(k) plan; an Employee Assistance Plan; Health Savings Account, Flexible Spending Account, Health Reimbursement Account, and gym reimbursement.