



Office Administrator
Columbia, SC



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.

CONTACT US

For more information, please contact:

NEIL DOUGHERTY

Talent Acquisition Leader

t: +1 (513) 667-0894

e: neil.dougherty@corespecialty.com



**CORE
SPECIALTY**

Essential Duties and Responsibilities: (Position based in Columbia, SC)

Plan, direct, and coordinate administrative services for the organization in the Columbia, SC office. Partner with site leadership to ensure efficiency with day-to-day operations.

Key Accountabilities/Deliverables:

- Maintains office efficiency by handling the day-to-day operations
- Recommend changes to procedures to improve operations within the office.
- Provide administrative support including production of memos, reports, and presentations.
- Oversee ordering supplies, handling of mail, Fed Ex/deliveries, general office appearance, building repair issues/maintenance, new employee set-up, etc.
- Responsible for social committee. Organize office social events.
- Coordination of Special projects
- In addition to the above key responsibilities, you may be required to undertake other duties from time to time as the Company may reasonably require.
- Receives/distributes incoming mail. Opens ALL mail, even if marked private/confidential to examine for "live" checks. Keeps a log of incoming checks and has Finance sign for custody of same (chain of custody for SOX purposes)
- May be responsible for outgoing postage, whether that's a machine, or just keeping custody of stamps and weighing outgoing mail/affixing necessary postage.
- Provides control over FedEx/UPS outgoing items. Prepares items for mailing
- Prepares meeting rooms/accommodations for visiting staff.
- Serves as one of the fire marshals assigned to the office
- Serves as point of contact on location for direct interface with building security/maintenance

Experience:

- Strong experience with Microsoft Word, Excel, PowerPoint.
- Strong multitasking and organizational skills

- 5 years' experience in administrative role supporting office leadership
- Excellent communication skills
- Detail oriented

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.