



## Job Posting

Job Title:	Administrative Assistant
Location:	501 Wampanoag Trail, Suite 301, East Providence RI 02915
Schedule:	35 hours, Monday-Friday, 8:30 – 4:30
Exempt/ Non-Exempt	Non-Exempt
Travel:	5%

### About Us

The Rhode Island Interlocal Risk Management Trust (“The Trust”) is the pioneer and undeniable leader of intergovernmental risk-sharing pooling in Rhode Island. As a Member-owned and managed organization, The Trust’s overarching goal is to provide its Members with the highest standards of service, risk management and insurance programs. The Trust is recognized as local government’s premier one-stop source for Property/Liability, Workers’ Compensation, Health, Dental, Life, Other Post-Employment Benefits (OPEB) and Wellness, and widely lauded for its excellence in risk management and loss prevention services.

### Job Summary

This position works under the direct supervision of the Director of Health Safety & Risk Management and is responsible for providing administrative support to and supporting the overall programs and efforts of The Trust’s Loss Prevention Department. The Loss Prevention Department offers a variety of programs and services to help promote a positive safety culture, worker and workplace safety, reduced property and liability exposures, and reduced frequency and severity of claims amongst our Members.

### Core Responsibilities

Provide administrative support to the Director of Health Safety & Risk Management, which may include but is not limited to:

- Performing high level technical and administrative duties; preparing letters, memos, emails, and other correspondence; preparing reports, presentations, and meeting materials; preparing spreadsheets and statistical reports; proofreading; managing special projects; invoice review and processing; preparing departmental process documentation, procedures, manuals, forms, checklists
- Assisting with Loss Prevention events, meetings, trainings, seminars, programs, and awareness campaigns; arranging for speakers and conference facilities; scheduling; coordinating mailings, email blasts, newsletters; maintaining registrations and tracking attendance; distributing materials; creating name badges and sign-in sheets; coordinating catering; tending to event setups and cleanups; preparing and distributing certificates of completion; coordinating any necessary logistics
- Responding to and resolving or forwarding inquiries from Members, ensuring appropriate and timely follow up and high-quality customer service
- Providing support to the Loss Prevention Department, which may include but is not limited to performing clerical and general office duties; maintaining departmental files and records; maintaining Member contact information; performing printing, copying, data entry needs
- Undertaking other loss prevention and risk management special projects and tasks as assigned
- Performing ad hoc assignments as needed

### Qualifications

#### Must possess:

- Thorough knowledge of the functions, practices, and procedures for providing high quality administrative support in a fast-paced environment
- Strong computer skills, including Microsoft Office Suite (Word, Excel, PowerPoint, Outlook), Adobe Acrobat, and database management
- Strong interpersonal, customer service, and relationship management skills
- Strong attention to detail and follow-up skills
- Strong analytical and problem-solving skills
- Strong time management and project management skills
- Strong verbal and written communication skills
- Strong knowledge of business grammar and arithmetic
- A high degree of maturity, professionalism, initiative, self-motivation, and follow through

#### Ability to:

- Effectively communicate verbally and in writing
- Work effectively both independently and collaboratively
- Maintain a high degree of discretion and confidentiality
- Conduct oneself in a professional, courteous manner
- Establish and maintain successful working relationships with Members, fellow Trust staff, and vendors, effectively dealing with others in a positive, helpful, and courteous manner, resolving problems and gathering meaningful information
- Multitask, prioritize, stay organized, exercise independent judgement in carrying out responsibilities, work in a fast-paced environment, plan ahead, maintain work schedule, and follow through on assignments, function well under pressure, and manage tight deadlines
- Prepare clear, accurate, and complete memos, reports, and other communications
- Leverage efficient work processes to complete tasks effectively with consistent high-quality results
- Operate standard office equipment including but not limited to phones, printers, copiers, postage machines, calculators, etc.
- Work independently with minimal supervision and considerable skill

#### Education / Experience:

- High School Diploma or GED required
- Associate degree from an accredited college or university, with course work in office management, business administration, communication, legal support, insurance, or a related field preferred
- Previous experience in office administration, administrative support, or executive support
- Previous experience in loss prevention, risk management, or municipal insurance preferred

In lieu of the above, any equivalent combination of training and experience that provides the following knowledge, abilities and skills may be considered at the discretion of the Trust.



Benefits
Health and Dental Insurance
Group Term Life and Accidental Death and Dismemberment Insurance
Group Long Term Disability Insurance
Retirement Benefits
Health Spending Account
Continuing Education
Employee Assistance Program
Wellness Program
Paid Time Off

Send Resume and Cover Letter
Email: <a href="mailto:hr@ritrust.com">hr@ritrust.com</a>
Mail: Rhode Island Interlocal Risk Management Trust, 501 Wampanoag Trail, Suite 301, East Providence, RI 02915 Attention: Human Resources

*The Trust is proud to be an equal opportunity employer.*