Our company is growing rapidly and is looking to fill the role of admin. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for admin

- Administer and support Team Foundation Server
- Develop New and Existing Custom SDLC Reports
- Create and Update Process Templates
- Develop integration and interfaces for external systems
- Carry out day to day administrative tasks supporting the Marketing Department
- Relying heavily on computer knowledge
- Ability to handle multiple tasks, prioritize and stay organized to ensure timely and accurate work
- Assist with planning and executing company events
- Preparation of complex reports/presentations
- Analysis using various software packages and databases

Qualifications for admin

- Assist the Insurance Specialist in making calls to customers regarding insurance on titled leases to assure insurance for loss and liability is in place
- Answer and respond to calls on the assigned queues including the Insurance queue
- Scan necessary correspondence as it relates to insurance (certificates, letters, cancellations, renewals & ect)
- Must be an independent worker who can take and idea and run with it
- Ability to work with shifting priorities and positively adapt to change as