



OLD REPUBLIC SPECIALTY INSURANCE UNDERWRITERS



About Old Republic

A HISTORY OF GROWTH AND STABILITY

Old Republic traces its beginnings to 1923, although several acquired subsidiaries began operations much earlier. The company is one of America's 50 largest shareholder-owned insurance businesses.

Its subsidiaries market, underwrite, and provide risk management services for a wide variety of coverages, predominantly in the general (property and liability), mortgage, guaranty, and title insurance fields. The Company is primarily a commercial lines underwriter servicing the insurance needs of a large number of organizations, including many of America's leading industrial and financial services institutions.

For employees, the Company offers an environment of success in which they can pursue personal goals of professional and economical achievement in the context of Old Republic's business objectives.

- Company:** Old Republic Specialty Insurance Underwriters
- Job Category:** Administrative Assistant/Receptionist
- Location:** Yardley, PA
- Work Experience:** 2 + years of administrative/clerical experience
- Education Level:** High School Diploma or equivalent

Administrative Assistant

In this role, you will provide administrative support to various departments within the company in addition to front desk duties.

Duties and Responsibilities:

- Coordinate travel arrangements for employees in multiple departments
- Prepare expense reports in Concur for employees in multiple departments
- Maintain and approve timecards in ADP for employees in multiple departments
- Provide administrative support to the company, including incoming and outgoing mail and deliveries, meeting and food coordination, calendar and conference room coordination, maintenance requests, and internal and external communications, etc.
- Maintain the stock of all appropriate office and kitchen supplies, and order as necessary
- Greet visitors and handle phone calls in a pleasant, professional manner
- Assist in the coordination of interviews and onboarding of new employees
- Assist in the coordination of company sponsored activities
- Perform special projects as requested
- Assist with any other administrative duties to support the operation of the overall office

Qualifications:

- Proficiency in Microsoft Office including Word, Excel, and Power Point
- Excellent written/verbal communication and customer service skills
- Professional demeanor and appearance
- Excellent organizational skills and attention to detail
- Ability to work independently and in a team environment

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