

Job Overview			
<b>Job Title:</b>	Administrative Assistant (Processing)	<b>Branch:</b>	Harrisonburg, VA
<b>Division:</b>	Division Specific	<b>Travel:</b>	As Needed
<b>Reports to:</b>	Division Manager	<b>Training:</b>	Role Specific
Position Details			
<b>Position Type:</b>	Full Time	<b>Status:</b>	Non-Exempt
		<b>Pay Grade:</b>	
General Job Description			
<p>The Administrative Assistant (Processing) provides process related service and support to their division in various capacities, including but not limited to importing and exporting data into various information systems, compiling, reviewing and verifying information, and interacting with carriers and vendors in support of accurate recordkeeping. The Administrative Assistant (Processing) works closely with all members of their respective division. As a representative of the organization, the Administrative Assistant (Processing) aligns personally with the organization's values as reflected in the LD&amp;B BLUEprint and models these values on a daily basis.</p>			
Essential Duties & Responsibilities			
<ul style="list-style-type: none"> <li>• Regularly process and verify data across various agency management and database systems.</li> <li>• Perform general office duties such as, organizing and maintaining filing systems, reviewing and processing applicable reports, scanning, and copying, printing or typing documents.</li> <li>• Create documents and run reports for internal, client or vendor use.</li> <li>• Provide additional administrative support to their respective division as requested or needed.</li> <li>• Maintain a strong work ethic with a total commitment to success and consistently demonstrate our BLUEprint values every day.</li> <li>• Other duties as assigned by management.</li> </ul>			
Education, Requirements, Qualifications & Skills			
<ul style="list-style-type: none"> <li>• High school diploma or equivalent required.</li> <li>• Prior customer service experience preferred, but not required.</li> <li>• May be asked to obtain appropriate licenses, certifications or credentials necessary and applicable to the division, including maintenance of same.</li> <li>• Must be a self-starter and capable of completing tasks with little or no supervision.</li> <li>• Exceptional oral and written communication skills.</li> <li>• Strong organizational and interpersonal skills.</li> <li>• Ability to understand and adhere to all requirements related to information security, privacy and confidentiality at all times.</li> </ul>			
Physical Requirements			

- Must be physically able to work a minimum of 40 hours per week in the office.
- Must be able to sit for long periods of time, which may include extensive use of personal computers and associated software.
- Must possess the ability to hear, see, and speak.
- Must be able to stand, sit, walk, use repetitive small motor activity, use hands and fingers, and reach with hands and arms, stoop, kneel and ascend or descend stairs.
- Occasionally required to lift and carry up to 20 pounds.
- Perform with a high-energy level and ability to handle stress-related situations on a daily basis.
- Must have a valid state issued driver's license and have the ability to operate a vehicle.
- May be required to drive and travel unaccompanied in diverse weather conditions.