Brown & Brown Insurance is seeking an **Administrative Assistant** for its team in **Carpinteria, California**!

**WHO WE ARE:**

Brown & Brown is a unique and decentralized publicly traded organization (NYSE: BRO) that has grown to become the sixth largest insurance intermediary in the country. We sell property & casualty insurance and employee benefits insurance to mid-sized and large corporations throughout the country.

Becoming a Teammate of Brown & Brown introduces you to a career with virtually unlimited possibilities. Our unique corporate culture rewards self-starters and hard workers who adhere to our commitment to do what is best for our clients. With Brown & Brown you will get the training, the mentoring, and the tools you need to succeed.

**WHO YOU ARE:**

You believe in working as a team and thrive in fun, collaborative environments. You have a client-focused attitude and value the importance of relationships, professionalism, and trust. You set goals high and aim higher. You have solid communication skills. You are detail oriented and organized. You enjoy learning new skills, systems, processes, and procedures. You are a great listener and are not afraid to ask questions. You believe that learning is vital to success.

**WHAT YOU’LL DO:**

* Manage and maintain leadership calendars/schedules and ensure adequate coordination of corporate meetings
* Arrange and manage travel and logistics for leadership and assist in expense reimbursement submittals
* Support leadership with various tasks including preparation of PowerPoint presentations and Excel spreadsheets, printing of meeting materials, setup of meeting equipment, and creation of agendas
* Read and draft responses to email correspondences, screen telephone responses and communicate messages as necessary
* Carry out general administrative duties such as filing, typing, copying, binding, scanning, maintaining office supplies and equipment, etc.
* Process daily bank deposits
* Compose and distribute office correspondence memos, letters, faxes, and forms
* Sort and distribute incoming and outgoing mail from all sources (electronic, USPS, etc.)
* Cover the reception desk when required
* Travel to and assist with off-site company meetings as needed
* Foster and seek relationships with teammates across all levels of Brown & Brown
* Ensure compliance with government agencies and corporate policies and procedures
* Always conduct the highest level of confidentiality
* Other duties as needed

**WHAT YOU’LL NEED:**

* High School Diploma, required
* Associate’s or Bachelor’s Degree, preferred
* 3+ years’ experience supporting a leadership team, required
* Proficiency in Microsoft Office 365, required
* Strong ability to listen to needs and translate those needs into workable solutions
* Ability to probe for additional details and identify unstated needs
* Adaptability and capability to work in a fast-paced, dynamic environment
* Exceptional customer service and interpersonal skills

**PERKS OF THE JOB:**

* Excellent growth and advancement opportunities
* Competitive pay based on experience
* Paid time off
* Generous benefits package: health, dental, vision, 401(k), etc.
* Employee Stock Purchase Program

Brown & Brown is an equal opportunity employer. As part of our commitment to fight for equality, we work to ensure a fair and consistent interview process. We celebrate diversity and we are committed to an inclusive work environment.