



HR/Office Coordinator

For over 20 years, Federated National, a Property & Casualty insurance carrier and claims adjusting company has served communities and families by providing quality insurance and claims services, specializing in Homeowners Insurance, High Value Homes, Flood, Condo, General Liability Insurance and more.

Our team of experienced insurance professionals is dedicated to providing exceptional products and services. Our exceptional service model has earned us an “A+” rating with the Better Business Bureau and our strong leadership continues to be the key to our continued success.

If you aspire to be the face of a dynamic organization like Federated National and be a part of an exceptional team of professionals who believe in the highest level of Customer Service, with respect, compassion and genuine concern for our clients at the forefront of all we do. We welcome you to be a part of our team in achieving these goals.

If you are interested, please take a moment to review the position responsibilities and requirements below for the position of Risk Assistant and submit your resume to HR-Recruit@FedNat.com.

Position summary:

This position will assist in the day-to-day operations of Facilities Management and Human Resources carrying out the responsibilities in the following functional areas: building management, scheduling, invoicing and vendor management. Strong research and presentation skills. Ability to follow through on projects and maintain deadlines.

Responsibilities:

- Facilities Management: Schedule maintenance services for all building services; HVAC systems, Electrical, Handyman Services, Locksmith, Pest Control, Art, Plants, etc.;
- Review service agreements and negotiate services and agreements with vendors;
- Prepare/monitor and maintain vendor listing and contacts;
- Maintain and update agreements and insurance coverages on all required vendors;
- Order and maintain inventory for office supplies, restroom and breakroom supplies;
- Manage invoicing for all operations of vendors assigned
- Human Resource Coordination: Prepare HR/Benefits packages for New Hires and Newly Eligibles’;
- Prepare New Hire Welcome Kit;
- Update Company Intranet with information and documents needed;
- Prepare, scan and maintain all HR electronic files;
- Receptionist duties as needed (phones and mail);
- Special Events: Assist with special events research and coordination;
- Perform other duties as assigned.

Knowledge and Skills:

- Active Listening - Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times;
- Reading Comprehension - Understanding written sentences and paragraphs in work related documents;
- Speaking - Talking to others to convey information effectively;
- Time Management - Managing one's own time and the time of others;
- Critical Thinking - Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems;
- Writing - Communicating effectively in writing as appropriate for the needs of the audience;

Attributes:

- Oral Comprehension - The ability to listen to and understand information and ideas presented through spoken words and sentences;
- Written Comprehension - The ability to read and understand information and ideas presented in writing;
- Oral Expression - The ability to communicate information and ideas in speaking so others will understand;
- Written Expression - The ability to communicate information and ideas in writing so others will understand;
- Speech Clarity - The ability to speak clearly so others can understand you;

Experience and Education:

- High School Diploma (or GED or High School Equivalence Certificate);
- Minimum of two years' office coordination experience with some HR;
- Requires ability to learn new technology and be proficient in Microsoft Office Software.