

## Director of First Impressions Appleton

**Do you have an eye for detail and the gift of hospitality? Do you believe in making a great first impression?**

If you are looking for a promising career in a growing organization, then we want to hear from you!

### WHY JOIN VIZANCE?

Vizance is seeking a "Director of First Impressions" for our newly remodeled office in Appleton. This role includes receptionist, office management, and administrative assistant duties.

Vizance has over 165 associates in 13 locations throughout Wisconsin, and is among the top 1% of all insurance agencies in the United States, based on agency revenue. We are different from other insurance agencies – on purpose! The combination of our Culture, Independence, and Performance / System-Based Mindset clearly differentiate us as a company built to last. Our independence allows us to re-invest in our business and ensures optimal decision making and consistency for our associates and clients.

Vizance has earned a number of awards, including Top Workplaces, Best Places to Work, Future 50, and Fastest Growing Firms, and is proud to be a Minority-Owned Business Enterprise (MBE).

### WHAT YOU WILL DO AT VIZANCE

- Present a stellar "first impression" of the company
- Provide general office support
- Answer phone calls in a professional manner and manage a busy switchboard
- Sort and distribute mail
- Welcome visitors
- Maintain orderliness of lobby area and conference rooms

### WHAT YOU WILL BRING TO VIZANCE

- Related experience in an office setting, preferably with a multi-line phone system
- Proficiency in Microsoft Word, Excel and Outlook
- Excellent customer service and phone skills with high attention to accuracy and details
- Great attitude and excitement for joining a growing company

### WHAT YOU WILL LIKE ABOUT BEING AN ASSOCIATE AT VIZANCE

- Comprehensive employee benefits package including medical, dental, vision, life, and disability insurance
- 401(k) match
- Paid Time Off (including your birthday)
- Sponsored education opportunities
- A supportive team environment that celebrates success
- Opportunities for growth

Send resume to [careers@vizance.com](mailto:careers@vizance.com)

