

Director of First Impressions

Vizance is seeking a "Director of First Impressions" for our busy office in Kenosha, WI. This role includes receptionist, office management, and administrative assistant duties. Open to full-time or part-time for the right candidate!

WHY JOIN VIZANCE?

Vizance has nearly 200 associates in 9 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! 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. We are 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

- Looking for a career in insurance- we promote from within!
- 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
- Willingness to travel to our Racine location for training

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!)
- A supportive team environment that celebrates success
- Opportunities for growth

