



SUPER Team Operations Specialist

Opportunity Profile

Our Mission

To provide Opportunity and SUPER Experiences for our Team, Clients, Agents, and all we serve.

Our Vision

To be the largest privately held real estate service company in the nation.

Our Values

Opportunity gives life purpose and experiences make life worth living.

Our Principles

- Yes Mindset
- No Excuses
- No Regrets
- Take Responsibility
- Have Accountability
- Make the Decision

Our Company Expectations

- Show up on time
- Show up ready to work
- Focus on the client experience
- Be kind to all (Kill them with kindness)
- Be effective. Not perfect.
- Take time to refresh and relax
- Respect your coworkers & be part of the team
- Strive to be physically & mentally fit
- Have emotional stability
- Set personal & professional goals
- Dress appropriately
- Persevere when difficulty arises

Our Culture

Being a superhero is hard, and we will expect your best every day. We place a high priority on integrity, dependability, punctuality, extraordinary customer satisfaction and going above and beyond the job profile. We offer a great work atmosphere, competitive salary, flexible schedule, and healthcare benefits.



Your Mission: Becoming a valued SUPER Team member in growing and developing the company through support, contribution, leadership, innovation, and serving within the framework of the culture, mission, and vision of SUPER Inspector.

Your role as the Operations Specialist will be to manage and perform daily operational tasks and provide outstanding customer service to the other divisions in the SUPER Team. Our goal is to identify company needs, optimize daily activities and performance of the company, and to be of services wherever we can.

Primary Responsibilities:

- Process company payroll bi-weekly.
- Onboard new employees and administer New Hire Orientation Day.
- Find gaps and improve operational processes and procedures.
- Coordinate and meet with Insurance brokers.
- Facilitate company Open Enrollment: work directly with brokers and work out benefit selections.
- Benefits, educating employees with different benefit plans, etc.
- Strive to develop personally and professionally through book clubs and personal reading.
- Work with supervisors to come up with quarterly department goals.
- Update CEO Dashboard daily.
- Help coordinate/plan events when needed.
- Orchestrate Soft Skills Classes.
- Accounts Receivable reconciliation.
- Accounts Payable: process refunds, work with supervisor to pay bills, etc.
- Pulling different reports and organizing data in Excel.
- Answering calls, emails, and texts from other team members.

Qualifications:

- Proficient in Microsoft Excel
- Benefits administration experience
- Human Resources experience
- Processing payroll experience
- High attention to detail
- Ability to thrive in a fast-paced environment
- Problem solving skills