



Unleash Your Potential: Become a Heroic Operations Specialist

Our Mission

To provide Opportunity and Super Experiences to our Team, Clients, Agents, and all we serve.

Our Vision

To deliver Super Home Services to 75,000 homeowners annually.

Values

F.R.E.E.D.O.M

Fearless, Respectful, Excellence, Education, Diligence, Opportunity, Motivation.

Culture

Being a superhero is very difficult, and Super Team Services will expect your best every day. Integrity, dependability, punctuality, extraordinary customer satisfaction and going above and beyond your job profile is expected of every Super Team member. At our company you'll find an amazing work atmosphere, competitive salary, flexible schedule, and healthcare benefits.

Company Expectations

Show up on time, show up ready to go, work while at work, focus on the great client experience, strive to be physically fit, mentally fit, and emotionally stable. Be kind to all, and if a client is disgruntled, kill them with kindness. Look for opportunities for the company and for yourself. Seize opportunity when it arises, plan your time, have a plan, set personal and professional goals, dress appropriately, and persevere when difficulty arises. Be clear about the company's vision and your personal vision. Be effective, not perfect. Take time for refreshment and relaxation when needed, respect your coworkers, and be a part of the team.

Position Overview

Are you a detail-oriented administrative professional with a passion for taking care of business and your employees? If so, the path to becoming a Super Operations Specialist awaits you. Embrace the opportunity to grow, adapt, and achieve financial freedom in a dynamic industry that demands higher competencies. Our goal is to identify company needs, optimize daily activities and performance of the company, and to be of services wherever we can.

Fearless Operations Specialist

- **Insurance Superhero:** Coordinate and meet with Insurance brokers. Keep up with company insurance policies and their expirations. Facilitate company Open Enrollment by working directly with brokers and work out benefit selections. Educate employees with different benefit plans and ensure all their questions are answered.
- **Wage Wizard:** Process company payroll bi-weekly.
- **Familiar Face:** Onboard new employees for New Hire Orientation Day.
- **X-Ray Vision:** Find gaps and improve operational processes and procedures.
- **Motivated Learning Enthusiasts:** Strive to develop personally and professionally. Take part in book clubs every quarter.
- **Coordinator of Festivities:** Help coordinate and plan company events.
- **Accounting Superpowers:** Accounts Receivable reconciliation, process refunds, and work with supervisor to pay bills, etc.
- **Technological Brilliance:** Pulling different reports and organizing data in Excel.
- **Communication Mastery:** Answering calls, emails, and texts from other team members.

When Heros are Needed

- Full-Time, Monday – Friday, In Office.
- 1-Hour lunch break.
- 8AM – 5PM

Super Skills for a Super Life

- **Mandatory Superpowers:** Benefits administration experience, Insurance administration experience, proficiency in Microsoft Excel and all other Microsoft Office Products.
- **Team Dynamics:** High attention to detail, problem solving skills, strong listening skills, ability to thrive in a fast-paced environment, remain calm under pressure and handle structured deadlines.

Super Benefits for a Super Life

- **Financial Freedom:** Competitive Pay and opportunities for financial and professional growth.
- **Health & Wellness:** Medical, dental, vision, and life insurance, along with a health savings account (HSA).
- **Retirement Ready:** 401(k) for a secure future.
- **Lifestyle Support:** Flexible work schedule, short & long-term disability, and employee discounts.

Join the Super Team: Your Path to a Fearless and Rewarding Super Life!

Become a part of the Super Team which values your professional administrative experience and is dedicated to delivering outstanding service. Make a meaningful impact on the Super Team and achieve financial freedom. If you are looking for a place to grow, look no further.

To apply, please submit your resume and complete our application by visiting <https://superteamservices.com/careers/>