Operations Assistant

**Why we are hiring**

Our business is growing and as a result our need for organizational support has grown. To ensure our clients’ needs are met and our teams have the operational support necessary to be productive we are looking forward to adding to our operations team.

**Position Description**

The Operations Assistant will work directly with the Brokerage team and company management, becoming intimately familiar with, and supporting, all operational areas of the company. The Operations Assistant will prepare documents, maintain client records and database information, create reports, document work systems and quantify business activity.

**Are You A Match**

The right individual who matches our demanding professional standards will find we offer a rewarding, meaningful, and deeply satisfying full time position with benefits, requiring no travel, based at our headquarters in Des Moines, Iowa. If you enjoy learning, working in a professional environment and supporting a team in achieving results, this position may be a great fit for you!

**Position Requirements**

The Operations Assistant must have strong organizational skills and proficiency in Microsoft Office software, be familiar with maintaining database records, and have strong written and verbal communication skills.