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**Pierce Group Benefits** is currently the largest provider of employee benefits consulting and administration in North Carolina's public sector. Our firm is a full-service employee benefits brokerage that builds comprehensive benefits packages for employers in North Carolina, South Carolina, and Virginia.

We are currently seeking a qualified candidate for the role of Executive Assistant, reporting to the Agency President and Chief Financial Officer, supporting the work of our executive leadership team.

**Essential Duties Include:**

- Manages an active email account and calendar of appointments including travel itineraries and agendas.
- Researches, prioritizes, and follows up on incoming issues and concerns, including those of a sensitive or confidential nature.
- Organizing meetings, including scheduling, sending reminders, and organizing catering for small events when necessary
- Managing office facility needs including supplies, vendor visits, and snack food
- Strong listening skills
- Strong interpersonal skills and relationship management
- Confident and self-assured demeanor that projects professionalism
- Ability to manage multiple tasks
- Following company procedures concerning all essential duties and responsibilities

**Requirements:**

- Exceptional computer skills including Excel, Outlook, MS Word, & PowerPoint
- Familiarity with insurance products and employee benefits terminology preferred
- Ability to handle confidential information with discretion
- Exceptional customer service skills
- Detail and accuracy oriented
- Able to work with limited supervision
- 100% working onsite in our Holly Springs office
- Minimum of 5 years' executive level administrative experience

**Preferred Background:**

- Associate degree in business or related field of study, or equivalent work experience providing administrative support
- NC Life and Health License a plus but not required

If you are interested in this position, please send your resume along with a cover letter to [jobs@piercergroupbenefits.com](mailto:jobs@piercergroupbenefits.com).