

Director of First Impressions

RiskPoint Insurance Advisors – Co-Labor Ministries

About Us:

RiskPoint Insurance Advisors is a premier provider of personal and business insurance solutions. With offices in Portland, OR and Seattle, WA, our team is made up of skilled individuals with extensive experience in providing insurance and consulting services to businesses throughout the United States. We are passionate about helping our clients achieve their goals every single day and strive to be their go-to-resource when it comes to insurance needs.

The Mission of Co-Labor Ministries is revival and was started as a catalyst for helping people everywhere discover their destiny as powerful men and women of God. This revival network has crossed denominational lines, building relationships that empower believers to walk in freedom, destiny, and power.

The Role:

We are seeking a Director of First Impressions who shares our same passions and is ready to grow with our business needs. In this role, located at our RiskPoint offices, you can expect to:

- Carry the agency culture in all aspects of the job
- Manage the front desk including phones and reception greeting
- Daily process incoming and outgoing mail and packages
- Coordinate hospitality for lunches, happy hours, and meetings
- Assist with administrative duties
- Responsible for email marketing using MailChimp and Applied Marketing
- Manage database and distribution lists
- Manage office supply inventory and ordering
- Travel regionally for ministry-related events

The ideal candidate will hold a high school diploma and enjoy working in a team environment. He/she must possess above average computer knowledge/skills and demonstrate independent decision-making and time management. A servant's heart is a must.

Why Join Our Team:

Below are just a few of the many reasons you should consider a career with us:

- **Rewarding career advancement:** As a fast growth company, we offer an ideal launchpad for talented, driven individuals who seek a challenging and rewarding career.
- **Competitive compensation and benefits:** We offer a comprehensive benefits and compensation package, which includes employer-paid medical, dental, vision, life and long-term disability coverage and a 401(k) match.
- **Fulfilling mission:** We exist to help others protect the people and things they love, while bringing revival to the boardrooms with our ministry.

Does the Director of First Impressions role sound like the perfect match for your skillset? We would love the opportunity to review your resume for consideration. Please apply online at <https://hats.totalcsr.com/apply/a025w00000wC3MTAA0>.