

## Office Administrator – Atlanta, Georgia

Horizon Actuarial Services, LLC (Horizon Actuarial) is looking for a highly collaborative, customer service-oriented enthusiast to join our support team, fulfilling the role of Office Administrator.

### About Horizon Actuarial

Horizon Actuarial commenced operations in February 2008, when Watson Wyatt Worldwide (now known as Willis Towers Watson), a leading multinational consulting firm, exited its multiemployer and Taft-Hartley plan consulting business and spun it off to a new company, Horizon Actuarial. The founders of Horizon Actuarial were all associates of Watson Wyatt. Since we started operations, we have grown from 23 Associates to more than 80 Associates with major offices in Maryland, Georgia, and California.

We provide a wide array of actuarial and consulting services directly to multiemployer defined benefit pension plans and multiemployer health and welfare plans. We have always viewed our role as actuaries and consultants whose responsibility is to protect the interests of the plan participants by keeping all trustees, both labor and management, well-informed and well-equipped to navigate the challenges facing their plans.

Horizon Actuarial is committed to treating associates very well. We understand that candidates have a multitude of choices in where they choose to work. That's why we go above and beyond to maintain a culture of inclusiveness. Regardless of where associates work, whether it be at their home office or one of our physical offices, associates remain connected. The opportunities that we create to collaborate and connect with each other instill a sense of belonging in our associates.

### A Day in the Life as an Office Administrator

Located in Dunwoody, the Atlanta Office Administrator (OA) is responsible for organizing and coordinating office operations and procedures to ensure organizational effectiveness and efficiency. Responsibilities include, but are not limited to, maintaining office systems, maintaining office records, ensuring office efficiency including routine and tier 1-level IT support, assisting with projects/deliverables, and providing general administrative support to the team.

The Office Administrator will work a hybrid schedule consisting of at least 3 days in our Atlanta, GA office.

Below are a few examples of the responsibilities in this role:

**Office systems and organization:** design and implement office policies with guidance and approval from managing consultant and designee; assist with general IT and office software/hardware issues; maintain office records: organize and maintain office operations and procedures.



## Job Posting

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**Overall office efficiency:** maintain office equipment and supplies; assist associates with ordering home office supplies; maintain overall office such as ensuring general cleanliness and tidiness of office space; act as liaison with outside vendors; prepare mail, shipments and ensure timely delivery; answer main office telephone line and take messages or transfer calls accordingly.

**Administrative support and assist with office, company, and client projects:** demonstrate a strong interest in working in a supportive, team-oriented environment and work to maintain a collaborative environment across offices with administrative staff. This position supports lines of business projects with high-level technical expertise in Microsoft PowerPoint, Word, and Excel. Microsoft Teams/SharePoint knowledge is a plus.

### About You

The ideal candidate will have the following skills and experience:

- At least two years of administrative and office management experience or other relevant office-related work experience
- Strong focus and passion for detail and accuracy of work with the ability to take full ownership of assigned work
- Active and willing participation in team meetings who has the ability to capture the next steps and follow items to completion
- Support administrative needs of all associates in partnership with other administrative staff
- Increase efficiency in all office procedures by identifying ways to improve processes
- Experience providing administrative support to multiple parties simultaneously
- Problem-solving, critical thinking, and customer service skills
- Desire to produce high-quality work

### Perks and Benefits

As an associate at Horizon Actuarial, you will enjoy fair compensation and benefits. The base salary for this role ranges from \$65K - \$75K depending on years of relevant experience and credentials. Benefits include medical, dental, vision, life, LTD, and STD insurance, paid time off and paid holidays. To plan for retirement, we offer a **pension plan and a 401K retirement savings plan** with a company match. You'll also receive a share of company profits as a participant in an associate sharing of profits plan. In addition to this very comprehensive benefits package, associates are awarded performance and exam completion bonuses and raises as part of our generous exam program created to support associates who achieve actuarial credentialing.

**If you are ready to become part of the Horizon Actuarial family, submit your resume here. We look forward to learning more about you!**

*Horizon Actuarial Services, LLC is an Equal Opportunity Employer. It is the policy of Horizon Actuarial Services, LLC to provide all qualified persons with equal employment opportunities. Hiring, promotion, demotion, reclassification, transfer, training, termination, performance appraisal, and all other personnel policies and practices shall be carried out without regard to sex, age, race, color, religion, sexual orientation, gender identity, gender expression, pregnancy, physical or mental disability, medical condition, citizenship status, national origin, ancestry, military or veteran status, marital status, genetic information, or any other characteristic protected by applicable law.*

