

American National is seeking an individual to work directly with the President and CEO on variety of administrative matters and special projects. This individual will assist with Strategic Planning and research of industry trends along with composing and preparing correspondence, arranging travel plans, and compiling documents for meetings.

The preferred candidate will be organized, self-motivated person who can work independently and follow through on tasks to completion. Undergraduate degree is preferred and the incumbent must maintain the highest level of confidentiality.

This position is located at our Main Office, 628 Main Street, Danville, VA. Typical work schedule is Monday – Friday 8:00 a.m. – 5:00 p.m. but additional hours may be necessary from time to time.

Minimum Qualifications:

- Must be proficient in Microsoft Office including Outlook, Word, Excel, PowerPoint and Adobe Acrobat.
- Must possess excellent attention to detail and follow-through.
- Must possess expert level written and verbal communication skills.
- Must have strong organizational skills that reflect the ability to perform and prioritize multiple tasks seamlessly.
- Must have a proven ability to handle confidential information with discretion.
- Must have demonstrated ability to achieve high performance goals and meet deadlines in a fast-paced environment.
- Must be a highly resourceful team player, with the ability to also be extremely effective independently.

EOE/Minorities/Females/Disability/Vet/Drug-Free Workplace