



ALL SEASONS WEALTH

Administrative Assistant

We are seeking a personable and detail-oriented Administrative Assistant to provide a wide variety of clerical and staff support services to our CEO under limited supervision. As an Administrative Assistant, you will follow established procedures to perform standard tasks and resolve most questions and problems.

Additional tasks of the Administrative Assistant include:

- Providing office support including answering telephones, assisting visitors and resolving and/or referring problems or inquiries
- Scheduling and coordinating meetings, events, interviews and appointments
- Preparing reports by performing basic information gathering and analysis as directed
- Establishing, maintaining and updating files, databases, records and/or other documents

Job Responsibilities

As an Administrative Assistant, you will coordinate and perform a range of staff and operational support activities. You will also serve as a liaison with other functional areas to help resolve routine administrative and operational problems.

Additional responsibilities of the Administrative Assistant include:

- Staying up-to-date with modern office management methods and techniques
- Operating standard office equipment and using required software applications
- Manage office mail
- Performing other duties and responsibilities as assigned

Job Requirements

As an Administrative Assistant, you must possess a professional and service-oriented demeanor with pleasant and business-appropriate phone manners. Our ideal Administrative Assistant works ethically and with integrity, maintains client and firm confidentiality and upholds a professional image with external and internal business contacts. You must have excellent verbal communication and organizational skills to prioritize and complete work efficiently. You must also have effective problem-solving skills to resolve routine client questions.

Additional requirements for the Administrative Assistant include:

- College degree required
- No experience required but preferred
- Proficiency with Microsoft Office Suite and Adobe
- Interest in finance
- Ability to work on multiple projects simultaneously and follow instructions

Benefits

- Health insurance
- 401(k) with match
- Paid time off and paid holidays