



Let's build your future together!

621 7th Avenue, Beaver Falls, PA 15010
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Administrative Assistant

Jumet Financial is committed to providing our clients with well-informed, objective advice, and to create a disciplined framework within which financial decisions are made, implemented, and managed from generation to generation. Jumet Financial is seeking a highly efficient and detail-oriented individual with the same strong standards for the role of Administrative Assistant. The position requires a high level of confidentiality and professionalism, excellent time and project management skills and the ability to manage multiple work streams (both internal and external) at once. The qualified candidate must show high regard for client needs and not only be efficient, but also build rapport with current clients and prospective clients. The individual will have a desire to continue their education and skill development.

Primary Duties and Responsibilities:

- Answering company phone calls
- Managing company mail and forwarding to team members as appropriate
- Filing documents and overseeing company document storage/retention protocol
- Ordering office supplies and maintaining office equipment
- Maintaining a cleaning schedule for the office and assisting with cleaning as needed
- Assist with marketing and advertising activities, including maintenance of Facebook and Internet presence
- Assist in Event Planning (ex: small open house events)
- Managing personnel training calendar
- Assist in coordinating team meetings and agendas
- Assist in overseeing team vacation scheduling, ensuring adequate coverage at all times
- Assisting in client onboarding, serving as a backup to Client Service branch as necessary
- Other duties as assigned

Qualifications:

- Post-secondary associate degree in progress or in business related field and willingness to continue education towards certifications and/or advanced degrees
- Strong passion to work in and succeed in the financial industry
- Excellent Computer skills (MS Word, Excel, PowerPoint, and Outlook)
- Excellent communication skills (spelling, grammar and proofreading written skills and verbal skills)
- Excellent organizational and time management skills
- Ability to prioritize and multi-task
- Ability to exercise confidentiality and discretion

Eligible candidates will be required to have clearances and pass a background check.

All qualified candidates should contact Mallory Romano at 814-525-7063 or email resumes to mallory.romano@jumetfinancial.com