

Job Title:	Admin. Assistant/Receptionist	Job Category:	Clerical
Location:	Heathrow, FL	Travel Required:	No
Level/Salary Range:	\$12-15 Hour	Position Type:	Hourly; Part-Time, 25 hours per week
HR Contact:	info@privatewealthmgmt.com	Date posted:	May 3, 2017
Will Train Applicant(s):	Industry experience not required.	Posting Expires:	August 31, 2013
Resume's Accepted By:			
FAX OR E-MAIL: (407) 805-0041 or info@privatewealthmgmt.com Subject Line: Admin Position Attention: HR	MAIL: Private Wealth Management at Heathrow 1540 International Parkway Suite 3030 Lake Mary, FL 32746		
Job Description			
<p>ROLE AND RESPONSIBILITIES</p> <p>The Administrative Assistant/Receptionist plays an important role in setting the tone for the organization. As the first person and last person clients see when they are in the office, this role is instrumental in making sure clients have a positive experience.</p> <ul style="list-style-type: none"> • Greets and directs clients and other visitors. • Screens and routes telephone calls and email requests for information. • Secretarial and clerical duties; preparing correspondence, memoranda, and meeting notes. • Schedules appointments and meetings • Orders and handles office supplies • Coordinates outside vendors • Preparation and tracking of form submissions. <p>QUALIFICATIONS AND EDUCATION REQUIREMENTS</p> <p>The ideal candidate for this position will demonstrate high initiative. This role is best suited for a self starter that is task oriented and systems driven with the ability to make changes to daily routines on short notice.</p> <p>PREFERRED SKILLS</p> <ul style="list-style-type: none"> • Requires: <ul style="list-style-type: none"> ○ Excellent attitude and an extraordinary client service orientation ○ Exceptional conversational and phone skills ○ Excellent organizational and time management skills ○ Proficiency with Windows OS, MS Word/Outlook 			