



JOB DESCRIPTION

Title: Administrative Assistant
Supervisor Title: Director of Operations

JOB SUMMARY

The Administrative Assistant works closely as a member of the operations team by providing professional and efficient support and service to KHC clients and employees. The Administrative Assistant also maintains the office facilities.

JOB RESPONSIBILITIES

- Responsible for answering the phone, greeting visitors, and preparing conference rooms for client meetings.
- Providing client service support, including conducting reminder calls, tracking client preferences and sending birthday cards.
- Responsible for office facilities, furniture and equipment, including purchasing and coordination with vendors.
- Providing general administrative duties for the office as assigned, including mail and package preparation and distribution, ordering office supplies and organization of the supply room, filing and organization of the file room, faxing, copying and scanning projects, mass mailings, errands, and coordinating staff luncheons and refreshments.
- Responsible for tracking and preparing for employee birthdays and anniversaries.
- Assisting with marketing projects as assigned.
- Responsible for supporting the executives by coordinating travel, board and organization participation and leadership, scheduling wholesaler meetings, and special projects as assigned.
- Responsible for office housekeeping duties such as opening and closing the office, preparing coffee, re-stocking the refrigerator, and cleaning the kitchen and other common areas.





JOB REQUIREMENTS

Education: High School diploma required. Bachelor's degree in business preferred.

Experience: Minimum of two years of work experience in an administrative role preferred.

Other: Excellent technical skills (administrative technology, MS Office, etc.), and excellent communication skills and client presence required. Ability to handle multiple tasks and prioritize daily activities.

ABOUT KHC WEALTH MANAGEMENT

KHC strives to help people lead the life they want. Our clients don't work 60 hours a week for money only and the hope they can one day "retire". They work to utilize their talents, make a contribution and build financial wealth to accomplish things – such as funding children's college tuition, caring for elderly parents, traveling to places long dreamed of-- living the lifestyle they desire. Whatever THEIR story, KHC strives to help them achieve it. During every phase of life, we are here to help clients plan and take action to accomplish their goals.

Website: www.makinglifecount.com

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