

AdvisorNet Financial has been an innovative leader in the financial services industry for over 60 years. We provide the services and support independent financial advisors rely on to operate their firms efficiently and competitively. Over the years we have developed a vast network which allows us to provide our 300+ independent advisors access to the support services and industry partners that advisors in large institutions enjoy without having to be part of a large institution. For more information, please visit us at www.advisornet.com.

One of our affiliate advisors in Rapid City, SD is seeking candidates to manage the administrative side of his business.

We are seeking candidates with a positive personality, attention-to-detail, and an understanding of the investment management industry. Competitive compensation with performance (personal and office) rewarded.

This position will be responsible for:

- Creating, processing, and storing client account information.
- Ensuring client documents are being correctly handled by back offices at custodians, insurance companies, along with our broker dealer.
- Extensive use of Excel, Word, Acrobat, and the office CRM can be anticipated, as the owner anticipates streamlining the office's processes to improve efficiency.

Required Qualifications

- 3+ years' experience in an administrative/office management role.
- Experience in the financial services/investment management industry
- Must be proficient with Microsoft Office products.
- Must have exceptional attention to detail and strong critical thinking skills.
- Strong organizational and time management skills, and ability to prioritize.
- Must be a self-starter, driven and show proven ability to work independently.
- Excellent communication and interpersonal skills.
- Strong problem-solving skills and analytical abilities.

Disclaimer: This job description is only a summary of the typical functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. Responsibilities, tasks, and duties of the jobholder might differ from those outlined in the job description and other duties, as assigned, might be required.

Job Types: Full-time, Part-time

Pay: Starting at \$15.00 per hour