

ABOUT ADVISORNET FINANCIAL

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've 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.advisor.net.com.

RESPONSIBILITIES**Overview:**

We are seeking a dynamic, highly motivated and proactive individual to serve as a point of contact for all internal and external contacts for all matters pertaining to the office of the Executive Vice President of Operations. You will play an integral role as you leverage your high degree of confidence, integrity, and professionalism while bringing initiative and resourcefulness as you balance key responsibilities. Creativity, a focus on progress and mission-driven mindset are key. As an ideal candidate you will have the ability to exercise good judgement in a variety of situations, with strong written and verbal communication, administrative, and organizational skills, with the ability to manage multiple priorities. You must be able to work under pressure at times to handle a broad variety of activities and confidential matters with discretion.

Responsibilities:**Executive Assistant to EVP of Operations**

- Serve as a “gatekeeper” and “gateway” role to plan, coordinate and ensure that the EVP of Ops schedule is followed and respected, creating win-win situations for direct access to their time and offices.
- Provides a bridge for smooth communication between the President and EVP of Ops offices and internal teams; demonstrating leadership to maintain credibility, trust and support with the senior leadership team.
- Provides leadership and builds relationships crucial to the success of the organization and manages a variety of special projects as needed.
- Prioritizes conflicting needs; handles matters expeditiously, proactively, and follows-through on projects to successful completion, often with deadline pressures.
- Responds to, prioritizes, and follows up on incoming issues and concerns addressed to the President or EVP of Ops. Determines the appropriate course of action, referral, or response.
- Flexible hours and accessibility.
- Successfully complete critical aspects of deliverables with a hands-on approach, including writing acknowledgement letters, personal correspondence, and other tasks that facilitate the EVP of Ops’ ability to effectively lead the company.
- Complete a range of administrative tasks including managing an active calendar of appointments; preparing correspondence including confidential matters; arranging travel plans, itineraries and agendas.

QUALIFICATIONS**Requirements**

- 5+ years as an Executive Assistant, preferably in a growing organization.
- Project management experience relating to organizing and leading events and projects related to an executive position.
- Experience in financial services.
- Must have experience managing multiple priorities that involve multiple internal stakeholders while balancing priorities as defined by the Executive.
- Ability to ask for clarification, guidance, opinions, etc of the executive to ensure accurate delivery on commitments, scheduling needs, meeting set-up, etc.
- Ability to speak clearly and succinctly relative to needs, questions, goals, etc. backed by expert level written and verbal communication skills.

- Ability to quickly gain an understanding of the executive's style and adapt own style and presentation to that of the executives. Effective interpersonal skills to be capable of working with all levels of office personnel.
- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.
- Highly resourceful team-player with the ability to also be extremely effective independently.
- Proven ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest level of service to advisors.
- Forward looking thinker, who actively seeks opportunities and proposes solutions.
- Proficient in Microsoft O365 suite.

To apply: Please send your resume to hr@advisornet.com.

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.