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| A picture containing text  Description automatically generated | **Receptionist**  |
| *(full-time, regular employment)* |

**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.advisornet.com](http://www.advisornet.com).

You will be a great fit if you enjoy working with people and data in a very dynamic, fast-paced environment. Our group requires people to be friendly, outgoing, and to thrive in an environment working on and in the business at the same time.

**Responsibilities**

***Overview:***

The ideal candidate will provide a welcoming environment for our clients in person and on the phone, ensuring the utmost in customer satisfaction.

***Major Areas of Accountability:***

* Answer incoming telephone calls, determine purpose of call and forward to appropriate personnel.
* Answer questions about organization and provide callers with address, directions and other information.
* Welcome and announce on-site clients and visitors. Determine nature of business, and direct accordingly.
* Handle all client service needs including, but not exclusive to ordering flowers or other client deliveries
* Assist with scheduling of meetings and conference rooms.
* Maintain neat appearance of reception area, conference rooms, break room and other common areas.
* Ensure refreshments are stocked.
* Receive, sort and deliver mail, publications and packages.
* Any and all duties, tasks or projects that may be added including filing and photocopying.
* Adhere to all company policies and procedures.

**Qualifications**

***Required Attributes***

You will be a great fit if you can work as a team and if you are self-motivated. Our firm requires people to be friendly, outgoing and to deliver over-the-top customer service and maintain a professional demeanor at all times.

**Knowledge and application of Business Software including:**

* Microsoft Office, Redtail CRM, Docupace, and Internet-based software

***Preferred Experience and Attributes***

* Ability to interact daily with clients, prospects and other external contacts and provide exceptional customer service
* Ability to competently use a multi-line phone system
* Desire to learn about the financial services industry and take on additional responsibility
* Ability to listen well and communicate articulately in a professional matter: written, telephone, and in-person
* Able to manage multiple priorities and handle frequent interruptions
* Prior administrative or customer service experience a plus.

**Compensation and general information**

* Core hours – 8:00a – 4:30p
* Competitive salary and benefits
* Comprehensive benefits package including: health, dental, and disability insurance available, Retirement Plan match, paid time off, company events

*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.*

<https://www.linkedin.com/talent/hire/552801516/job-post>