

**Receptionist and Office Administrator**

AdvisorNet Financial Minnetonka, Minnesota, United States (On-site)

***AdvisorNet Financial*** gives independent financial advisors the freedom to focus on their business by offering industry expertise and operational support so they can excel in their practice. Building a strong and respected reputation takes time; ***AdvisorNet Financial***has been helping independent financial advisors serve their clients for more than 60 years and is continually working on building a sustainable firm for the next 60+ years.

We are deliberate and self-reflective about the kind of team and culture that we are building, seeking people that are not only strong in their own aptitudes but care deeply about supporting each other's growth, and building in person relationships.

**Company Culture** is at **Our Core**.

Our Guiding Principles are more than just words, they're a way of life. We know that companies with a strong culture & a higher purpose perform better in the long run.

Do our **Guiding Principles** speak to you?

* Always Independent. Never Alone.
* Better Together
* Responsiveness and accessibility
* VIP Experience
* Dedication. Trust.
* Dependability. Focus.
* Substance over surface
* Truth over harmony
* One team. One mission. One standard.
* Mission first, people always
* Upward and onward
* Measure twice, cut once
* Meaningful for them versus convenient for us
* Create the solution, not the problem
* Above the line

We are hiring a talented **Receptionist** to join our team. If you're excited to be part of a winning team, AdvisorNet Financial is a great place to feel supported and grow your career.

***Overview:***

The Receptionist and Office Admin plays an integral role in the daily operations of our multi-location business. In this role, you will provide a welcoming environment for our clients in person and on the phone, ensuring the utmost in customer satisfaction. You will also organize and coordinate office administration and procedures, in order to ensure organizational effectiveness, efficiency and fiscal responsibility. You will be responsible for keeping the business operating smoothly on a day-to-day basis and have a hand with everything.

**Key Areas of Responsibilities:**

* Greet advisors, clients, visitors, and guests; determine the purpose of each person's visit and direct or escort him/her to the appropriate location
* Manage relationships and service requests with vendors, suppliers, service providers and landlords in addition to point of contact for maintenance
* Maintain policies and procedures, coordination of electronic record retention and distribution, and implementation
* Assist with office moves; maintain headcount spreadsheet and office map on monthly basis.
* Manage office/café supplies inventory, fill supplies and place orders
* Point of contact for our sub-tenants in 130 Cheshire Lane
* Identify opportunities for process and office management improvements, design and implement new systems.
* Act as back-up for front desk in AFP for breaks, vacations, illnesses, and unexpected absences when CSAs are unable to fill in – including answering phones.
* Answer phones within ANF phone queue
* Open the office, including but not limited to making coffee, setting up conference/training rooms for the day
* Close the office, including but not limited to turning off lights and ensuring the kitchen and shared areas are picked up/organized
* Maintain a professional workspace and overall office appearance, including but not limited to the reception desk and conference rooms
* Manage the mail and shipping for ANF
* Perform administrative and clerical support tasks as assigned
* Assist in projects as needed or assigned to further support the business

**Qualifications:**

* 5+ years’ experience in an administrative/office management role.
* Bachelor's degree in business administration, communications, or a related field preferred.
* Experience with Salesforce, SmartOffice, or other CRMs.
* Must be proficient with Microsoft Office and Google products.
* Must be able to lift 10+ lbs.
* 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.*