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| Text  Description automatically generated | Position – Executive Assistant |
| *(full-time, regular employment)* |

**About AdvisorNet Financial**

AdvisorNet Financial has been an innovative leader in the financial services industry for over 50 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:***

We are seeking a dynamic, highly motivated, and proactive individual to join our team as an Executive Assistant. This individual will report to the Chief Operating Officer and will provide support to our Chief Operating Officer and our President & CEO. He/she will be expected to deliver exceptional customer service and hold true to our company’s guiding principles. Candidate must be friendly, a strong communicator and team-player, able to multi-task, and work well under pressure.

***Responsibilities:***

***Executive Assistant to President & CEO, and COO (80%)***:

* Act as point of contact for executive calendars among executives, employees, clients, and other external partners.
* Manage calendars and set up meetings for President & CEO, and COO. Order and coordinate food delivery as needed.
* Draft and edit internal and external communications, such as memos, emails, invoices, reports, and other correspondence.
* Prepare and coordinate presentations and/or spreadsheets with multiple departments and contributors.
* Answer, screen, and route phone calls; take messages and schedule appointments as needed.
* Provides support to the Board of Directors by distributing minutes and organizing actionable items from meetings.
* Taking and sending out minutes for meetings.
* Professionally represent the office of the President & CEO, and COO.
* Submit and coordinate expense reports.
* Relieves executives of routine administrative details, including data compilation and analysis.
* Make travel arrangements, as needed.
* Maintain a high level of confidentiality.
* Manage executive social media postings in collaboration with Marketing.
* Maintain schedule and adherence to compliance continuing education for executives.

***Facilities Management (20%):***

* Lead the facilities team to coordinate office management and front desk coverage.
* Identify opportunities for process and office management improvements.
* Provide back up and support for day-to-day office needs including answering phones, mail and package delivery, office opening and closing procedures.
* Maintain a professional workspace and overall office appearance, including but not limited to the reception desk, vendor area and conference rooms.
* Support the management team by managing office layout planning.
* Perform administrative and support tasks as assigned.

**Qualifications**

***Requirements***

* 5+ years as an Executive Assistant.
* Associate degree or equivalent experience.
* Financial services industry experience, preferred.
* Advance skilled in Microsoft Office
* Excellent writer and strong communicator with high attention to detail and organizational skills.
* Motivated, goal orientated and persistent.
* Critical thinking & problem-solving skill set.
* Self-starter and ability to work within a team with minimal supervision.
* Multi-tasking and time-management skills, with the ability to prioritize tasks
* Ability to handle pressure and demanding situations with resourcefulness, tact and confidence.
* Must be able to lift 10+ pounds