

Full Time Administrative Assistant

JOB DESCRIPTION:

- Completing client pre-meeting and follow-up meeting tasks and paperwork
- Completing trades
- Scheduling client service meetings
- Answering phones, operating computer, fax, scanner and copy machines.
- Interface effectively with clients and prospects
- Accurately complete electronic and paper filing
- Prep for and help with educational events
- Usual hours are Mon – Friday 9-5, must be able to work occasional evening or Saturday
- Full time employees receive paid time off and 401k benefits

JOB REQUIREMENTS:

- Pass background and fingerprint checks
- Obtain/hold securities and insurance licenses
- Handle fast paced environment
- Have strong verbal and written skills
- Be detail oriented
- Able to follow directives and take initiative in a supportive role
- Have a can-do attitude
- Be reliable and dependable – with strong follow through skills
- Be client service oriented
- Be teachable / trainable (loves to learn)

In a cover letter, please tell us:

- Why you are a good candidate for this position
- How you have gone above and beyond for a client in your workplace
- Contact information for 3 personal references

Send your cover letter and resume by June 5, 2017 to:

- E-mail: stephen.h.jones@ampf.com ; or
- Mail: Steve Jones at 911 NW Loop 281 Suite 205, Longview, TX 75604 or
- Fax: 903.297.1811