

ADMINISTRATIVE ASSISTANT

Immediate openings for full-time and part-time positions. The Chamberlin Group (Des Peres, MO), an established and growing Tax and Financial Consulting company, is now accepting applications for a ***friendly, accurate, organized*** individual to join our team. You will be working with a ***helpful, professional,*** and ***engaging*** team of people.

The Administrative Assistant is a critical part of our team so it's important that the person we choose will be a "fit" with our commitments and shared values. If you or someone you know is ***highly principled, loves learning and teaching others,*** and would like to work with a ***team that works together*** and ***shares a mission of educating others,*** please read on or share this.



ABOUT OUR COMPANY:

The Chamberlin Group was founded in 2002, bringing 30+ years of tax and financial experience to our community. Among others, we serve people who are of retirement age and are transitioning from working to retirement. We set our clients at ease by helping them with their tax planning, investment advice, and holistic financial planning. Our firm continues to grow, and we are sought after because we set our clients at ease with a friendly atmosphere and treat them as our highest priority.

ABOUT THE JOB - KEY RESPONSIBILITIES:

- Answering phones in office
- Greeting clients in office
- Appointment setting after virtual and in-person classes
 - There are 8 virtual classes a month and 4 in-person classes a month. Appointments need to be scheduled the day after the class. Scripts will be provided for calls.
- Scanning files
- Class preparation
- Attending in-person evening classes at local libraries, recreation centers, etc.
 - Classes are from 6:00pm to 8:30pm
 - Includes setting up and taking down AV equipment, greeting attendees, setting appointments

ABOUT YOU - TRAITS AND SKILLS NECESSARY FOR SUCCESS:

- Extremely friendly and outgoing
- Comfortable talking on the phone
- Detailed oriented
- Able to follow a process

REQUIREMENTS:

- Appointment setting experience
- Knowledge of Microsoft Office

SCHEDULE:

- Daytime and evening hours required
- 9:00am to 5:00pm (when there are no evening classes)
- 1:00pm-8:30pm (when attending evening classes)
- Required to work up to 4 evening classes per month. Evening classes occur Mondays-Thursdays.

COMPENSATION:

- \$18/hour
- 401k

Visit us at www.chamberlin-group.com

TO APPLY:

Follow the link to apply at <https://j.brt.mv/jb.do?reqGK=27560826>