**Administrative Manager/Executive Assistant**

Imperium Wealth Management is a fee-only wealth management firm that provides comprehensive advisory and investment services. Our goal is to have all things financial working in concert with one another to deliver a result in which the whole is greater than the sum of the individual parts. We take a complete and comprehensive approach to managing all aspects of our clients’ financial lives, and believe that a customized, written financial plan that focuses on the actual numbers instead of pretty pie charts is the keystone to all financial decisions and our clients’ financial success.

Our ideal candidate is someone that is reliable, dependable, and very loyal. They have a strong sense of doing the right thing and should be passionate about helping others. **Resourcefulness and strong attention to detail are vitally important for this role.** This person really needs to have the capability of applying critical thinking skills to learning and understanding problems on their own so that he/she can come up with a solution that works.

We are seeking a friendly, professional, and outgoing person who enjoys working with people and has great phone etiquette. The candidate will have the opportunity to build a career with our firm. This position can be a starting point in order to learn the business, get on-the-job training, and hands-on development in order to progress in the Imperium structure. So, it is important that candidates realize that the job responsibilities include reception, office management, and executive assistance as well as client services work.

**Duties:**

Duties include, but may not be limited to:

* Being the first point of contact for the office working in the front office
* Greeting clients and answering client phone calls
* Making sure office is adequately supplied
* Coordinating & scheduling client meetings using Outlook calendar
* Maintaining our client relationship management software with up-to-date key client information
* Sending client correspondence, as needed
* Supporting the Client Services & Tax Team
* Assisting in the preparation of client reports and other materials needed for client meetings
* Filing, scanning, and copying documents
* Making and maintaining a systematic filing protocol
* Assisting in data entry such as filling out account paperwork and entering client meeting notes
* Managing daily office tasks such as maintenance, mail, and paying bills on time
* Performing research for a variety of projects, events, and office enhancement as needed
* Providing personal assistance to Chris
* Having a broad understanding of the process of the business we conduct
* Engaging in weekly meetings with Chris to review task lists and assist as needed
* Assisting in gathering tax documents for CPA
* Able to be here during office hours 8am-5pm
* Other duties as necessary—we are very much a culture where “that’s not my job” doesn’t work

**Qualifications:**

* Bachelors degree required
* Professional but easy to get along with
* Professional in appearance; business attire required
* Must be comfortable engaging in conversation over the phone and in-person
* Must be able to establish rapport with current & prospective clients
* Must have situational and perceptual awareness
* Must be able to work with Microsoft Word, Excel, & Outlook
* Must be detail oriented with proven organizational skills
* Must have proven written and verbal communication skills
* Must be client service oriented and a team player
* Must be dependable, self-motivated, and be able to show up to work on time
* Must be able to work efficiently and independently with little supervision
* Must demonstrate ability to apply problem solving skills and utilize independent judgement
* Must be able to multi-task
* Must demonstrate an interest in helping people
* Someone that does what they say they’re going to do

Benefits include:

* Competitive salary with bonus
* 401(k) with employer contribution
* Paid time off starts at 2 weeks for the first year, accruing an extra week for each additional year, then 6 weeks after year 5 along with all market holidays
* Free brokerage
* Access to all company resources
* 50% health insurance paid plus access to dental, vision, life, and other group insurance.
* Paid continuing education

If you are interested in applying for this position, please submit your resume to: Chris Holden at [careers@imperiumwealth.com](mailto:careers@imperiumwealth.com)