

# Alroy Chase & Associates Inc.

## Office Administration Assistant

### Position Summary

The Office Administration Assistant will maintain a professional office environment. He/she will provide excellent customer service and execute various financial, administrative functions.

Fulltime Position **37.5 hours per week**

### MAIN DUTIES AND RESPONSIBILITIES:

- Maintaining a high level of customer service in a professional and confidential manner
- Data entry and file management using Excel, Word, PDF format & Investors Group software/programs
- Answering phones and communicating with email and written correspondence
- Assume responsibility for special projects as needed—projects may include creating presentation materials and reports as requested
- Networking and organizing meetings
- Marketing using social media-Linked-In, Facebook & Investors Group Marketing Planner

### REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL ATTRIBUTES

- with Meticulous regarding detail and quality an ability to handle confidential information
- Strong Excel, Word and PowerPoint skills
- Outstanding data entry accuracy required
- Complete a variety of responsibilities within a small business environment
- Communicate in a highly professional manner at all times with partners, clients and peers
- Flexibility to adapt to office pace during peak times and off-peak times
- Ability to follow instructions and see projects through to completion
- Knowledge of the core functions and essential services of financial sector

### REQUIRED QUALIFICATIONS:

- Certificate in Office Administration or equivalent experience
- Mature, outgoing, friendly personality with strong people skills
- Willing to pursue licensing in financial services

### REQUIRED COMPETENCIES:

Essential Employability Skills

- Communication—to provide customer support and respond to questions and concerns
- Problem solving—identify the issue and work towards a solution
- Document handling—ability to read charts, tables and proper storage
- Teamwork—ability to work as part of
- Computer use and other technology

### **Organizational/Core Competencies**

- Customer Service
- Diversity
- Ethics/Integrity

### **Language Requirement:**

- English

### **Physical Demands:**

- Sitting for extended periods of time
- Keyboarding and viewing computer screen repetitively

### **Reports To Manager**

Please send your resume to  
[Alroy.Chase@investorsgroup.com](mailto:Alroy.Chase@investorsgroup.com)

Must be unemployed and a recent graduate to apply to this program.

Thank you for applying!  
Only those selected for an interview will be contacted.