



Georgetown Lawley Administrative Assistant

Position Focus:

- This growth-oriented position is responsible to deliver a combination of exceptional customer service and administrative functions, in support of Financial Advisors such as: answering multiple line phones, maintaining Advisor's schedules, managing calendars, preparing portfolio reviews, maintaining compliance standards etc.
- Position is designed to grow to a Registered Administrative Assistant, who would do all the above and execute trade orders, once licensed. Georgetown Lawley will support this growth through on the job training, licensing support and will review for increased compensation, once licensing is obtained.
- Support all Georgetown Lawley initiatives, as requested, guided by company values, sales culture, business needs and scorecard

Successful candidates ideally possess:

- 2+ years office, administrative or customer service experience
- Associate degree or higher preferred; desire to study and obtain Series 6 & 63 licensing within 1st year (with Georgetown Lawley support)
- Proficient MS Office Suite (Word, Excel, PowerPoint, Outlook)
- Positive attitude, even in a fast-paced environment
- Ability to make customers and coworkers feel important and valued
- Ability to effectively multi-task, prioritize, work quickly and efficiently
- Precise verbal and written communication skills, even under time constraints
- The ability to pass a comprehensive background check upon hire

What's in it for you? *The Georgetown Lawley Advantage!*

- Demonstrated growth opportunities (with support) to becoming a Registered Administrative Assistant!
- Fulfilling career with securing your clients' well being
- Competitive salary, licensing support, **AND** bonus eligibility
- Great Benefits (Medical, Dental, Vision-- the works!)
- Generous PTO and 401K upon hire
- Comfortable, family-oriented culture
- Office hours 8:30-5, Monday-Friday (not a call center environment)
- Work hard, play hard!!!



Lawley provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.