



<https://armyengineer.com/job/administrative-assistant-2/>

Office Manager

Description

The Office Manager supports the First Command District Advisor, who leads a team of Financial Advisors and administrative staff.

This role is critical in ensuring we provide a consistently exceptional experience to all clients in their interactions with the firm. You will be responsible for maintaining all office standards in an effective and efficient manner to ensure the District runs smoothly.

Responsibilities

As a key member of our local support staff team, you will:

- ☑ Promote a consistently exceptional client experience
- ☑ Assist the District Advisor with recruiting, hiring and onboarding activities for new Advisors and administrative staff
- ☑ Coordinate and document required licensing, continuing education and annual training requirements for office staff
- ☑ Ensure all support staff receive new hire and ongoing admin training
- ☑ Work with the District Advisor to maintain a marketing events calendar and plan, and assist with marketing events as needed
- ☑ Manage district bookkeeping and business tracking responsibilities, including district and individual Advisor production, district expenses, leases and utilities billing, etc.
- ☑ Manage office communication procedures and dissemination, and maintain record requirements for compliance purposes
- ☑ Coordinate office equipment hardware/software and system upgrades; provide training to district personnel
- ☑ Observe all state and federal employer requirements and First Command procedures related to the hiring and termination of employees and independent contractors

Qualifications

Excellent organizational, written and verbal communication skills

- ☑ Proficient in basic computer skills and Microsoft Office, specifically Outlook, Word and Excel
- ☑ Ability to handle multiple tasks and thrive in a fast-paced environment
- ☑ Self-motivated
- ☑ 3 to 5 years general office experience
- ☑ Management experience preferred
- ☑ Bachelor's degree preferred
- ☑ General knowledge of financial products preferred
- ☑ Satisfactory completion of background check, fingerprinting and required employment documentation, as well as any screening/hiring tool if required by hiring district

Job Benefits

- ☑ Competitive wages
- ☑ Pleasant work environment
- ☑ Opportunities for professional development
- ☑ The ability to be in control of your career trajectory

Hiring organization

Army Engineer

Job Location

United States

Date posted

August 18, 2020

☑ Portable career opportunities throughout the United States and overseas

Contacts

