

Administrative - Front Office Specialist

Job Description / Posting

Retirement Strategies, Ltd.

5060 Parcenter Ave. Suite A. Dublin, Ohio 43017

www.retirement-strategies.com

Retirement Strategies, Ltd., a growing wealth management firm, is seeking Administrative - Front Office Specialist to assist us in our mission of helping clients achieve their financial goals. This is your chance to play a key role in the future success of our fast-growing organization! In addition to Retirement Strategies, Ltd., this position will also work closely with 2 other firms located in same office, **RS Tax & Accounting Service, Inc.** & **Golowin Legal, LLC**. Our culture is fast-paced, collaborative, and focused on improving all of our client's lives.

Job Description - Many times as the first and last person our clients see when they are in the office, the Front Office Specialist is instrumental in setting the tone and making sure clients have a positive experience. Several expected job descriptions are mentioned below.

- Office Manager
- Office Receptionist
- Conference Room Scheduling
- Managing phone calls
- Support general marketing projects
- Assisting tax practice assemble returns primarily through tax season
- Support Elder Law lawyer as needed with client accounts
- Much More. . .

Preferred Qualifications - Career minded individuals that want to join an organization where they can build a long-term career. Candidates should display confidence, like working with people, a high attention to detail and note taking, a pleasant disposition and very comfortable with technology and office programs.

Hiring & On-Boarding Requirements – New hires will go through a multi-interview process including interviews with each participating company owner. All new employee will be required to undergo fingerprint and background checks.

Knowledge, Skills, & Abilities

Requires:

- Excellent attitude and an extraordinary client service orientation
- A strong focus on completing tasks and getting the details right
- Excellent organizational and time management skills
- An ability to handle multiple tasks within tight time frames
- Proficiency with Microsoft Office Suite
- Strong verbal, written, presentation, and interpersonal communication skills

Benefits:

- \$16-\$18 / hr. depending on experience
- Retirement Plan
- Vacation Time
- Flexible work environment in a professional office location in Dublin, OH
- Health insurance benefits will not be provided.

For more information about our company, please visit our website www.retirement-strategies.com.

If you're interested in this career opportunity, please send your resume and letter of interest to James Lindner at jlindner@retirement-strategies.com