



<b>Job Title:</b>	Administrative Assistant	<b>Job Category:</b>	Financial Services
<b>Location:</b>	Clarks Summit, PA	<b>Position Type:</b>	Full Time

**Resumes accepted in person or by:**

**Mail:** 214 Front Street, Clarks Summit, PA 18411

**E-mail:** SStockdale@SagePointAdvisor.com

**Fax:** (570) 585-8037

**Job Purpose:** Provide assistance to Shawn Stockdale, Registered Representative for SagePoint Financial, Inc.

**Skills/Qualifications:**

- Desire to Learn, Organization, Professionalism
- Excellent Verbal Communication, Administrative Writing Skills
- Associates/Bachelor's Degree or 2 years of related job experience
- Proficient with Computer Technology & Basic Software Programs (Microsoft Office -Word, Excel)

**Duties:**

- Maintain appointment schedule and prepare reports for client meetings.
- Contribute to team effort by completing any responsibilities needed.
- Establish ongoing relationships with cliental and business associates.
- Utilize technology to effectively communicate with staff and clients.
- Correspond efficiently with clients and insure timely follow-up.
- Manage investment files and accurately record financial data.
- Assist planning monthly client/prospective client luncheons.

**Hours:**

- Office staff shared hours are 8:00 a.m. – 6:00 p.m. 40 hours per week shift.
- Job Perk: Paid time off on all stock market holidays.

*Resumes currently being accepted. Training for this position could begin as soon as applicant is hired.*