We are looking to hire a **Front Desk Reception/Admin Assistant** to work for a Private Wealth Advisory practice of Ameriprise Financial Services, Inc. located in northeast Colorado Springs.

Position will be part time (25 hours week) Monday through Friday to start, transitioning to full time (35 to 40 hours week) once more skills are mastered and additional duties are assigned.  Job will require you to learn many financial terms and gain an understanding of products, account ownerships, retirement accounts and general understanding of our industry.

Awesome opportunity for someone to get into the financial planning industry; we use this position to train individuals with a goal to promoting to the next level once a position becomes available. Looking for a long-term employee that wants a career!

Responsibilities:

* Assist Office Manager in daily operations of running the office
* Front desk coverage and greet clients
* Answers incoming calls
* Opens, reviews, logs and distributes mail, checks and faxes
* Filing, copying, scanning
  + Documents are scanned and submitted for processing or permanent storage to our Corporate Office
* Scans checks into client accounts
* Admin support
  + Annual review and confirmation emails to clients
  + Calls to existing clients to schedule meetings
  + Maintain and reconciling of Advisor calendars
  + Event and Marketing support
* Maintaining and ordering of brochures and literature
* Set up weekly Lunch meetings and be point of contact for outside vendors from Insurance and Mutual Fund companies
* Maintain kitchen and coffee bar area in reception
* Keep needed inventory of kitchen supplies
* Numerous other projects as needed
* Supports compliance within the team practice and fulfills all compliance responsibilities.  Develops an understanding and adheres to all compliance regulations throughout the course of employment

Key Traits of a Successful Candidate:

* College degree (Associates or Bachelors) or someone working on a degree; would be a plus but not necessary
* Experience in industry also a plus but not necessary
* Effective communication with clients and other advisors/staff
* Computer competency, including MS Office Suite
* Strong organizational skills, ability to prioritize a diverse workload and multi-tasking, and taking initiative in daily responsibilities
* Efficient time management
* **Acute attention to details and organization**
* Polite and clear phone manners
* Strong work ethic, team player, and high degree of professionalism
* Ability to adhere to rules and regulations as stated and required by Advisor and Ameriprise Financial
* Ability to support compliance within the Advisor’s practice
* Positive attitude and sincere willingness to learn and grow

Position Information:  Part-Time initially (25 hours), transitioning to full time (35 hours)  
                                    Pay rate commensurate with experience

Part-time employees are eligible for 401k after 6 months of employment

with a 4% employer match  
            Must be able to pass a background check

Initial Working Hours:

* 9:30 AM 3:30 PM, Monday – Thursday (30 min lunch break)
* 9:00 AM to 12:00 PM, Friday

Please submit resume with cover letter to:

[Yvette.c.alfano@ampf.com](mailto:Yvette.c.alfano@ampf.com)