



Administrative Assistant

Organization/Business Overview:

The Western Ohio Group, an established financial services practice for Thrivent in Piqua, Ohio is looking for a part-time Administrative Assistant. We're hiring motivated people to grow with us. If you have a heart for service and a passion for helping others, we'd like to connect with you. This position may likely grow in responsibility, and future industry licensing may be required of this integral team player.

Position summary:

This role is critical to our client experience and requires a friendly, upbeat demeanor. The Administrative Assistant supports the daily operations of the practice, including, but not limited to answering the phones, meeting/greeting clients, handling/distributing postal mail and practice email, ordering supplies, utilizing Thrivent computer systems and programs in support of client relations, and other administrative tasks as assigned. The Administrative Assistant reports to and is employed by Mark Reedy.

*This position does NOT provide medical benefits.

Job Description

Position Responsibilities

- Handles incoming telephone calls and responds to requests for information
- Performs routine administrative duties such as maintaining office supplies and processing mail
- Prepares or coordinates the preparation of routine correspondence, reports, and special projects typically of a routine nature
- Supports projects, administration of various programs, and processing functions as needed
- Drives client-facing activity in the practice by scheduling meetings with clients on behalf of the practice's Financial Professionals
- Updates the contact management system with client contact and preference information
- Assists Financial Professionals in the preparation and follow up for the client meetings

- Tracks practice expenses and oversees the practice bill paying
- Provides backup support on tasks that do not require any type of licensing or registration for other staff members, as needed
- Participates in the business planning process
- Completes other miscellaneous tasks as assigned

Position Qualifications

- Previous administrative/secretarial experience desired
- Strong technical computer aptitude and knowledge of business tools (e.g., Microsoft Word, Excel, PowerPoint) or ability to learn
- Ability to handle multiple tasks and maintain a high quality of work while experiencing frequent interruptions
- Ability to maintain the integrity of sensitive/confidential information

As part of our recruiting/hiring/contracting process, a verification of a candidate's background will be made to complete the hiring/contracting process. In addition, fingerprints will be taken for submission to the Federal Bureau of Investigation for review against nationwide fingerprint records.

https://thrivent.wd5.myworkdayjobs.com/External/job/OH---Piqua/Administrative-Assistant_REQ-27274

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