

## **ADMINISTRATIVE ASSISTANT**

Ata Financial Group LLC is seeking an administrative assistant.

Candidates **MUST** possess excellent communication and computer skills.

Accuracy and strong attention to detail is critical.

Prior experience with financial services a plus.

### **JOB DESCRIPTION/QUALIFICATIONS:**

- Possess excellent computer skills
- Excellent communication with team and clients
- Excellent collaboration with team and management
- Carry out projects independently
- Accountable for completing and reporting on projects in a timely manner
- Excellent communication skills – written and oral
- Professional and pleasant demeanor working with clients and team members
- High integrity and ethics
- Tobacco free environment
- Background check will be administered

Part-time / Full-time hours available (20-40 hours per week)

Full benefit package for full-time position.

Compensation commensurate with skills.

### **ONLY QUALIFIED CANDIDATES WILL BE CONSIDERED**

Email resume and letter of interest to [info@atafinancial.com](mailto:info@atafinancial.com) or fax to 610-433-0498.