

Work Study Job Description

Job Title	Financial Advisor Assistant
Organization Name	Quinn and Associates
Job Location	Bellevue
Address	98007
Pay Rate	\$9.04 - \$12
Employment Period	Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	Mallory Donham
Phone Number	4258697100
Email Address	mallory.a.donham@ampf.com
Website	http://www.ameripriseadvisors.com/gregg.m.quinn/

Nature of Organization
Financial advising for individuals and families
Duties and Responsibilities
Work directly with the Associate Financial Advisor to respond to urgent client needs, maintain office organization, assist with FINRA compliance measures, coordinate marketing events, process new business and prepare documents and analyses for meetings.
Minimum Qualifications
Must possess a high level of attention to detail as well as the ability to communicate clearly and work independently.
Educational Benefits
The advisor assistant has the opportunity to learn about all aspects of the financial planning process. Additionally the assistant will have the chance to experience working in an office environment.
How to Apply
Contact Mallory Donham directly via email with resume and cover letter attached.