

HART CAPITAL MANAGEMENT, INC.

Hart Capital Management, Inc.

www.hartcap.com

Job Title: Executive Assistant - Operations Support - Receptionist – Spokane, Washington

Qualifications: Candidate must be detail-oriented with the ability to manage multiple projects from inception through execution in fast paced environment, have excellent communication skills, both verbal and written, a hunger to learn and ability to flourish in a dynamic, high-growth, entrepreneurial environment. They must be a self-starter with a hands-on approach. They must possess an endless desire to achieve success for a firm that is only scratching the surface of its potential growth. Candidate must also exhibit a cheerful countenance, sharp wit and high energy level.

Duties & Responsibilities:

- Provide operations support for the Investment Advisors and Company President
- Prepare and edit correspondence, communications, presentations, client mailings or electronic mailings
- Maintain and update databases
- Assist in the coordination and execution of meetings and events in the Spokane/Coeur d'Alene markets
- Answer incoming calls and greet clients at front desk
- Responsible for assisting operations staff with maintenance of new accounts
- Work with advisors in maintaining client accounts
- Support investment team, research team and marketing team with projects, as needed
- Whenever possible, assist the client with needs
- Responsible for making sure office is equipped with the necessary supplies

Requirements:

- Required technological proficiency with Microsoft Office (Word, Excel, PowerPoint and Outlook)
- Preferred experience with Adobe Creative Suite, or similar design software
- Undergraduate or Graduate degree, preferably in Business Administration or Organizational Management. Investment industry experience considered in absence of full degree attainment
- Professional demeanor, great customer service skills
- Familiar with CRM (Customer Relationship Management) software and Performance Database software (Tamarac)
- Client-first attitude
- Team player, collaborative, able to work well in quickly shifting environments
- Desire/ability to work successfully in a small company
- Candidate must be highly organized have excellent written and verbal communication skills with a focus on attention to detail

Salary and Benefits:

Pay/benefits are competitive based on industry standards.

- Salary will be competitive and based on experience
- Quarterly bonus potential
- Benefits include health care, 401(k), profit sharing, and parking
- Partial and/or full financial support for professional accreditation/continuing education requirements and other education/training opportunities [If applicable]
- Supportive TEAM atmosphere
- Career growth potential

Hart Capital Management, Inc. is an Equal Opportunity Employer

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