

Administrative Assistant

About Us

CPS Investment Advisors has a long history of building lasting relationships with clients. We work hard to earn their trust and confidence and consider many of them to be good friends and part of our “family”. Many of our client relationships have lasted more than thirty years, and we have often worked with multiple generations of family members and organizational leaders. CPS Investment Advisors has been consistently awarded the Best Places to Work

Due to our continuous growth, we are seeking a detail-oriented Administrative Assistant. We are looking for a full-time professional who possesses passion for customer service and preparing the team for success.

As an Administrative Assistant for CPS Investment Advisors, you will be responsible for assisting five advisors as well as learn different computer programs.

Administrative Assistants within CPS Investment Advisors are given high levels of responsibility. Administrative Assistants are expected to work independently and efficiently in their role to meet strict deadlines, without day-to-day supervision. CPS Investment Advisors supports Administrative Assistants by offering extensive training opportunities to continue their education, further their careers, and serve their clients financial lives.

The ideal candidate for this position should be detail oriented and have excellent organizational and computer skills. The candidate would be able to think critically and be comfortable making decisions independently in ambiguous situations. Finally, the candidate would be driven to continually learn and educate themselves as the industry and law evolve.

Duties & Responsibilities

- General administrative duties
- Answer phones
- Scanning
- Learn different computer programs
- Assist in different departments as needed

Education and Skill Requirements

- Proficient in Microsoft Office suite
- Strong organizational and analytical skills
- Detail oriented

Interested applicants can send their résumé and contact information Stephanie Kimbrough at stephanie@cpsinvest.com.

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