

Administrative Assistant

Are you a hard-working, reliable, detail-oriented individual looking for stable employment with a “Best Place to Work” company? Are you seeking a part-time schedule, Monday-Friday, 8:00 am – 5:00 pm, with no overtime and no weekends?

Job Description

We are seeking a part-time Administrative Assistant who possesses passion for customer service and prepares our team for success.

Administrative Assistants within CPS Investment Advisors are given high levels of responsibility to work independently and efficiently to meet strict deadlines. CPS Investment Advisors offers extensive training opportunities to help you excel in this position.

The ideal candidate is a critical thinker and is comfortable making decisions independently. The candidate is driven to continually learn and educate themselves as the industry and law evolve.

Duties & Responsibilities

- General administrative duties to include word processing, scanning, and data entry
- Reception duties to include answering phones, greeting clients and scheduling meetings
- Learning and using multiple computer programs
- Ensuring common areas are tidy and stocked with necessary supplies
- Setting up for events
- Running errands locally using own transportation
- Assist in different departments as needed

Questions to ask yourself: Can I show up on time? Am I dependable? Do I enjoy learning? Am I passionate about customer service? Am I task oriented? Do I thrive in routine?

Education & Skill Requirements

- Proficient in Microsoft Office suite
- Strong organizational and analytical skills
- Detail oriented, ability to multi-task

What’s next? Send your resume to Susan Starr at Susan@cpsinvest.com and take our 7-minute survey below.

<https://surveys.cultureindex.com/s/Oq2VWnBAgv/87164>

Benefits

Our part-time benefits include 401K match.

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.”