

Cashiering 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 full-time schedule, Monday-Friday, 8:00 am – 5:00 pm, with no overtime and no weekends?

Job Description

We are seeking a full-time Cashiering Assistant who possesses a passion for customer service. Cashiering Assistants within CPS Investment Advisors are given high levels of responsibility to work independently and efficiently to meet strict deadlines. This role requires a high level of attention to detail and strong communication skills. This role is essential for ensuring the firm operates efficiently while maintaining a high level of client satisfaction. CPS Investment Advisors offers extensive training opportunities to help you excel in this position.

Job Duties

- Assists staff in coordinating financial investment and advisory services for clients.
- Accurately processes financial transactions for clients, ensuring compliance with company policies.
- Handles deposits, withdrawals, and fund transfers efficiently and securely.
- Provides excellent customer service by assisting clients with their transactions and answering inquiries regarding account balances and services.
- Maintains accurate records of all transactions and ensures all documentation is completed correctly.
- Answers phone calls and provides administrative support to ensure efficient operation of the office.
- Exhibits polite and professional communication via phone, e-mail, and mail.

Skills & Qualifications

- High school diploma or equivalent required.
- Self-motivated with a strong work ethic and professional manner.
- Outstanding written and oral communication skills.
- Strong computer skills and proficiency with Microsoft Office.
- Organizational skills; multitasking; time management.

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

Benefit highlights include health, dental, vision, and long-term disability insurance, escalating paid vacation, paid sick time, paid holidays, employer-paid life insurance, 50% 401K match, and team goal bonus.

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.”