



Georgetown Lawley Administrative Assistant

These are the *fundamental* components of the job:

- This growth-oriented position is responsible to deliver a combination of exceptional customer service and administrative functions, in support of Financial Advisors such as: answering multiple line phones, maintaining Advisor's schedules, managing calendars, preparing portfolio reviews, maintaining compliance standards etc.
- Position is designed to grow to a Registered Administrative Assistant, who would do all the above and execute trade orders, once licensed. Georgetown Lawley will support this growth through on the job training, licensing support and will review for increased compensation, once licensing is obtained.

Other *functions* of the job:

- Expand and grow in your role when supporting miscellaneous duties as requested

Skills / traits that we value for this role:

- 2+ years office, administrative or customer service experience
- Associate degree or higher preferred; desire to study and obtain SIE, Series 6 & 63 licensing within first year of employment (with Georgetown Lawley support)
- Proficient MS Office Suite (Word, Excel, PowerPoint, Outlook)
- Positive attitude, even in a fast-paced environment
- Ability to make customers and coworkers feel important and valued
- Ability to effectively multi-task, prioritize, work quickly and efficiently
- Precise verbal and written communication skills, even under time constraints
- The ability to pass a comprehensive background check upon hire

A bit about Lawley!

- We are not a call center environment
- We achieve success by building genuine relationships together, with our teams and clients
- We are a family owned insurance broker (70+ years!)
- We are deeply committed to the communities we serve and love to get involved
- We work hard and play hard!!!

'Lawley provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to age, race, creed, color, religion, sex, sexual orientation, national origin, citizenship, immigration status, gender identity or expression, military status, familial status, marital status, disability or genetics.'

Why Lawley?

- Competitive salary and referral bonuses!
- Outstanding Benefits (Medical, Dental, Vision)
- Additional voluntary benefits including critical illness, accident insurance, hospital indemnity, supplemental life insurance, legal and identity protection and pet wellness
- 3 weeks of PTO (prorated based on start date) AND a generous holiday schedule – available 1st day!
- Company 401K contribution received starting Day 1 (for participants 21+ years old)
- Educational support, career development, and growth opportunities!
- Job Security (we've never had a lay-off, even during the pandemic)
- Flexibility, including hybrid schedules! Business hours 8am-4:30pm
- Comfortable, family-oriented culture, with an emphasis on work life balance
- Unlimited Volunteer Time Off opportunities (so you can assist in serving our communities)
- Fulfilling opportunities that align with your career path and our business needs

The compensation range for this position takes many factors into consideration including but not limited to: years of experience/training, skill set, and licenses/designations. It is not typical for an individual to be hired near the top of the range for a position as circumstances and location can vary in every hiring situation. A reasonable estimate of the current range is \$45,000.00 to \$63,250.00.

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