

BLUESKY

WEALTH ADVISORS

Client Engagement Assistant

BlueSky Wealth Advisors

We are a well-established wealth advisory firm with a dynamic and innovative culture seeking to build our team! BlueSky employees are some of the most talented individuals in the country. We pride ourselves on the belief that when you show the same respect and devotion to our employees that we do to our valued clients, there is nothing we cannot achieve. We offer an inspiring work environment with a supportive structure that encourages the advancement of all our employees. Joining BlueSky Wealth Advisors means growth, flexibility, and boundless opportunities.

We are currently seeking a self-motivated Client Engagement Assistant to join our fast-growing firm. The selected candidate will be working directly with the Director of Client Engagement to assist with the execution of the firm's marketing and client experience strategic initiatives. This position requires excellent attention to detail and strong organizational skills. The ideal candidate must demonstrate strong writing capabilities and attention to detail.

The primary responsibilities of a Client Engagement Assistant include monitoring and assisting with all tactical elements of the firm's brand, upkeep of Social Media accounts, maintenance of our firm's website, creating and distributing content, tracking and reporting on sales initiatives, attending, organizing, and promoting firm events, maintaining contact with professional partners, and other tasks as necessary to support the overall marketing strategy.

Qualifications:

- Bachelor's degree in marketing or related field
- 2-3 years of experience in brand and product marketing
- Experience with B2B and B2C marketing preferred.
- Proficiency in Social Media, Word, Excel, PowerPoint, Outlook
- Must be organized, detail-oriented and able to multitask
- Good written and verbal communication skills
- Team player, collaborative, able to work well with and through others
- Desire/ability to work successfully in a small company environment

We offer:-

- Competitive base salary
- Incentive-based bonus plan
- 401(k) Plan with Company match
- Open vacation policy
- Generous personal development and education allowance
- Paid membership fees for industry associations
- Career track with opportunities for advancement
- Flexible schedule and work environment

Please submit your resume with cover letter explaining why you are interested in working with us.

We are an equal opportunity employer. Selected candidate may be required to pass a drug test and background check.