



## Client Services Assistant – St. Clairsville, OH

### About the job:

The primary responsibility of this position is to provide administrative support to investment professionals. Secondary duties include answering and directing incoming calls and clients. The ideal candidate would have the desire to learn and grow within the organization.

### Responsibilities:

- Answering and directing calls
- Scheduling
- Prepare account forms
- Manage and resolve client service problems
- Handle common client service matters

### Qualifications:

- Ability to operate a multi-line phone system
- Ability to create a positive work environment
- Ability to effectively function as a team player
- Ability to organize, prioritize and handle multiple tasks
- Ability to work required hours
- Ability to work under pressure and meet deadlines

### Required:

- 6 – 12 months previous office or clerical experience
- Skill in effective verbal and written communication
- Skill in operating various office equipment including personal computer, fax machine, copier, etc.
- Skill in utilizing various software packages including Microsoft Office and database applications

If you are interested in joining our team, please email your resume to [info@cfsvw.com](mailto:info@cfsvw.com).