



SIMON QUICK

ADVISORS

Job Title: Technology Intern
Location: Morristown, New Jersey **(In Person)**
Starts: End of August
End: End of December

About Simon Quick Advisors

Simon Quick Advisors is a wealth management and investment consulting firm that advises high net worth individuals and families. Simon Quick Advisors is an independent registered investment advisor (RIA) offering customized integrated financial planning and investment solutions. The firm has offices in Morristown, NJ, New York, NY, and Los Angeles, CA, Chattanooga, TN and Denver, CO.

Why Work at Simon Quick Advisors?

Simon Quick Advisors' culture and company philosophy are founded on a set of fundamental values that influence the choices we make and the actions we take. Our core values encompass integrity & honesty, mutual trust & respect, ownership & accountability, and humility. We provide opportunity, nurture talent, develop our people and reward achievement. You will be joining a culture that promotes functional excellence and teamwork, a passion for learning, and values employee input to help shape the future of the firm.

Program Description

Technology Intern will provide support to the Operations & Marketing departments on software projects as they arise. Simon Quick seeks someone who has a basic foundation of coding and is interested in working in Information Technology or Computer Science field. A focus in Finance and or Marketing is a plus.

Duties & Responsibilities

- Assist in Salesforce integrations to third party platforms
- Develop dashboard systems on Klipfolio
- Customize form and email styles using CSS
- Update and maintain website's contact form integrations, pop-up notification integration, footer updates, banner image updates & 301 redirects
- Assist in reviewing current technology platforms and pitching innovation & enhancement ideas
- Vet new technology platforms with the Innovation Team

- Assist in any technology and IT support requests

Attributes

- Foster a positive atmosphere within the office and with clients.
- Display team-oriented, collaborative spirit.
- Present professional behavior, appearance, and etiquette at all times.
- Ability to work under multiple managers in a dynamic environment.
- Ability to work at a high level of independence.

Qualifications

- Proficient with Microsoft Office, particularly Excel, Outlook, PowerPoint, and Word.
- Intermediate to Advanced knowledge with Excel.
- Highly self-motivated individual who can work independently as well as on a team.
- Strong organizational, time management, and written/oral communication skills.
- Strong attention to detail.
- Knowledge of: JavaScript, CSS, HTML, SQL is a plus
- Knowledge of: Salesforce, Qualtrics, DocuSign, ActiveCampaign, Klipfolio, & DocuWare is a plus

Application Process

To apply, please submit a cover letter and resume to jobs@simonquickadvisors.com and complete the online application at <https://simonquickadvisors.com/our-firm/careers>

Simon Quick Advisors, LLC is an Equal Opportunity Employer and we do not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity, status as a veteran, and basis of disability or any other federal, state or local protected class.

