



Quality Financial Concepts of Maryville, TN is seeking to hire a full-time **Administrative Assistant** to support our Lead Client Specialist. Quality Financial Concepts, a 38-year-old firm, is a full-service financial advisory firm providing retirement planning, investment management, estate planning, tax services, and insurance protection. The Lead Client Specialist provides efficient, timely, and accurate service in processing all client business of the firm and its Representatives. We are looking for a candidate who is eager and willing to grow into the role of Client Specialist.

RESPONSIBILITIES

- Provides exceptional and timely service to clients both in person and by phone
- Ensures all documents/applications are properly completed
- Scanning and uploading applications and documents
- Updating client documents
- Creating files and filing documents
- Scheduling and confirming client appointments
- Creates and updates daily tasks and documents processes
- Organization and accuracy are top priority
- Willingness to grow into the Client Specialist role

QUALIFICATIONS

- High school diploma and minimum of 2 years office experience required; College degree preferred
- Previous customer service experience required
- EXTREME attention to detail & positive, can-do attitude, and willingness to work as a team
- Strong customer service skills
- Excellent written and verbal communications skills
- High degree of flexibility to deal with a variety of situations
- Ability to handle multiple tasks at the same time
- Must have a clean background check and fingerprinting
- Strong technology and computer skills (MS Office Suite - Word, Excel, Outlook)

This position pays a competitive salary based on experience. We also offer excellent benefits including **medical, dental, vision, 401k plan, paid time off, education assistance, and working for a small, family friendly firm.** Our business hours are Monday through Friday from 8 am to 5 pm.

ARE YOU READY TO JOIN OUR TEAM?

If you are the right fit for the Administrative Assistant position, apply today so that we can review your information. Please email your cover letter and resume to resumes@qualityfinancial.com. We look forward to reviewing your resume!