

## Part-Time Sales Administrative Assistant (Livermore, CA)

Livermore financial advisor seeks an administrative assistant to handle routine client matters, answer inquiries, research and resolve client service questions and perform various administrative tasks.

### Requirements

- Focused client service relations skills
- Strong follow-up skills and attention to details
- Ability to communicate with a wide range of business contacts in a courteous and professional manner
- Ability to maintain a high degree of confidentiality
- Proficiency with MS Office Suite of software
- Proficiency in learning proprietary software systems
- Regular and reliable attendance
- Ability to work independently with little direction

### Job Details

- Flexible hours – 20 to 25 per week
- Eligible for quarterly bonuses, based on individual performance
- Fun, relaxed office environment

Please forward resume to [christian@chukwumafinancial.com](mailto:christian@chukwumafinancial.com) with subject "Admin Opportunity Resume".