

Part-Time Administrative Assistant (Big Flats/Corning, NY)

John G. Ullman & Associates, Inc. is seeking an Administrative Assistant to join our Corporate Services Team on a part-time on call basis.

The Role:

This position is part-time, on call, to cover planned vacations, sickness (planned or unplanned as available). The Administrative Assistant will be part of a three person team which collectively provides receptionist and administrative support for the Corporation. Working from both the Big Flats and Corning Offices, the Administrative Assistant will greet visitors, clients and staff; answer, announce, and transfer incoming calls and/or take and deliver messages to appropriate parties; keep conference rooms and the reception areas neat and tidy; and maintain the beverage areas. In addition to the receptionist duties, the Administrative Assistant will receive mail and deliveries; prepare mail and packages for pick-up; coordinate and schedule conference rooms for client meetings; prepare labels and envelopes for special mailings; stock forms and supplies; update the firm's intranet calendar; enter information into the firm's informational database systems; run special reports; prepare letters and documents for clients as requested; provide Notary services; and provide support in preparing information used during the tax preparation process.

Qualifications:

- 1-3 years of office experience is required.
- Strong communication skills and the ability to interact effectively on the telephone as well as in person.
- Experience working with desktop applications (Word and Excel); advanced skills in Excel is preferred.
- Experience working with filing, database, and informational systems.
- Experience working with Outlook and the ability to use the application for scheduling conference rooms and appointments.
- Highly organized and have strong attention to detail.
- Ability to multi-task and meet deadlines.
- Excellent follow up skills.
- Professionalism in all facets of the job.
- Be able to work directly with team members and other departments in the Corporation to provide support, advice and assistance.

Perks & Benefits:

- Work for an organization that is strongly committed to ethics and values, offers a warm and welcoming environment, is flexible, and is supportive of training, development, and continuing education.
- Ability to have long-lasting and visible impact on clients' lives
- Work with a group of very talented and experienced colleagues who are dedicated to meeting the needs of our clients.
- Opportunity to be a part of the firm as we grow and expand to meet the current and future needs of our clients.
- Regular company outings
- Community Involvement

Projected Hiring Range:

\$20.00 per hour

About Us:

John G. Ullman & Associates is a wealth management firm committed to bringing human connection, attention to detail and trust to every aspect of financial planning. For over 40 years, we have helped clients plan for a lifetime of financial security, creating highly customized financial plans to manage, grow, and protect our client's wealth. Our team has grown to include a diverse group of expert financial planners, tax professionals, investment researchers, legal professionals and support staff in three separate New York State Locations; including our headquarters located in Horseheads, NY; and branch offices located in Corning, NY, Charlotte, NC and Rhinebeck, NY.

To Apply:

If you are interested in applying please fill in form below or a letter of interest and resume to Stephany Achterberg at achterbergs@jgua.com