

August 16, 2017

FISHER INVESTMENTS®

Office Manager, Part Time Work with Full-Time Benefits (2017-4742)

Location US-PA-Conshohocken

Job ID 2017

Apply at: <https://jobs-fishercareers.icims.com/jobs/4742/office-manager%2c-part-time-work-with-full-time-benefits-%282017-4742%29/job>

Providing excellent customer service doesn't come from processes, technology or excellent facilities; it comes from people – people like you. We're looking for an Office Manager who can embody excellent customer service by paying attention to the details.

What you'll do:

You'll oversee the logistics of our office in Conshohocken scheduling meeting spaces for potential clients to learn about the services Fisher Investments can provide. You will help make clients comfortable by greeting guests, keeping the office organized and neat (there is a cleaning crew) and whatever else is appropriate. You'll answer and screen incoming phone calls to route to the appropriate party. You may be asked to provide administrative support to various departments if needed.

Qualifications:

- Excellent communication skills, particularly on the phone; speaks clearly and concisely
- Ability to interface with all levels of personnel in a fast-paced work environment
- Intermediate skills in Word, Excel, Outlook
- Maintains composure and presence of mind under pressure
- Strong orientation towards client service and professionalism
- Must be able to maintain confidentiality

What you get:

This is a temp-to-hire position lasting the next 9-12 months with a potential for future employment. You will be expected to work between 25 and 35 hours. You will receive full benefits including medical, dental and a 401(k) with company matching and paid time off.

FISHER INVESTMENTS IS AN EQUAL OPPORTUNITY EMPLOYER.

Student Life Office
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