

Office Manager (Financial Planning)**Price £0****AD**Ad URL: <https://loot.com/15292263>

Ad reference number #15292263

DEALER

NJR Recruitment

info@adview.online**DESCRIPTION**

Ad Type:

Offered

Posted on:

16/08/2020, 02:58

DESCRIPTION

Office Manager - Financial Planning

£30,000 - £35,000

NJR are currently working with a well-established firm of Financial Planners, who now have an excellent opportunity for a highly professional Financial Planning Office Manager to join their ambitious, forward thinking and friendly office based in the Lincoln area.

Our Client are a thriving and family run organisation, who prides themselves on the loyalty and rewards they show their employees.

To join as a key part of this team you will need to be highly efficient, organised, and be able to multi-task and prioritise accordingly. You will relish getting things organised and getting the job done, have a 'hands-on' approach and be capable of independently completing required functions, whilst also liaising effectively with other team.

Daily duties will consist of:

Supporting the Executive Board with all aspects of running a successful business

Managing the day to day office functions

Overseeing the provision of HR Management

Overseeing training, performance and development of individuals

Overseeing Continual Improvement policies and procedures

Overseeing and facilitating effective workflow throughout the business including all report writing, compliance and client contact

Assisting where needed in IFA Administration, Paraplanning and Investment Management tasks



Office Manager (Financial Planning)

Price £0

What's in it for you?

Excellent salary up to £35,000

Laptop and company mobile phone

Company pension

Ongoing development

Study Support

Free parking

The successful candidate will need to have previous experience working as a office Manager within an IFA or Investment Management environment with knowledge of investment and pension products, as well as general IFA Administrative and Paraplanning duties. You will have excellent Microsoft and Excel skills solid communication and interpersonal skills.

Our client is looking for someone with a can-do attitude, who can deliver a first class service to clients as well as having the ability to build strong relationships and displaying professionalism at all times.

For further information please contact one of our specialist consultants quoting REF: NJR10383

BASIC INFO

Job Type: | Permanent