**Sample Job Description: Administrative Intern**

*IMPORTANT: These job descriptions are samples only; customize each section to your firm and the specific role.*

**WHO WE ARE:**

{Company Name}, a growing wealth management firm, is seeking an Administrative Intern to assist us in our mission of helping clients achieve their financial goals. This is your chance to play a key role in the future success of our fast-growing organization!

*Insert here: any awards or accolades the firm or owner has received. For instance, “Become a member of one of the most respected teams in the wealth management industry. XYZ Wealth Management Group was recently named #25 on Registered Rep’s list of the Top 100 Advisors.”*

*Insert here: any unique aspects of your culture, such as company core values and how your culture looks in real life.*

Our mission at {Company Name} is to {Insert Company Mission Statement}. If you have a relentless, burning desire to succeed and share our vision, then we would love to hear from you!

**WHO WE WANT:**

The role of an Administrative Intern is to provide office services by implementing administrative systems, procedures and policies, and monitoring administrative projects. This individual will perform a variety of administrative functions including filing and data entry and may assist with overflow work from various departments.

**WHAT TO EXPECT:**

* Provide general administrative and clerical support including data entry, mailing, scanning, and faxing.
* Maintain hard copy filing system.
* Prepare and modify documents including correspondence, reports, drafts, memos, and emails.
* Creates and revises systems and procedures by analyzing operating practices and recordkeeping systems.
* Resolves administrative problems by coordinating preparation of reports, analyzing data, and identifying solutions.
* Provides information by answering questions and requests.
* Run company’s errands as needed.
* Contributes to team effort by accomplishing related results as needed.

**WHAT YOU NEED:**

* Reporting Skills
* Administrative Writing Skills
* Microsoft Office Skills
* Managing Processes
* Organization
* Analyzing Information
* Professionalism
* Problem Solving
* Verbal Communication
* Proficiency in MS Word, MS Excel and MS Outlook.
* Excellent communication skills – written and verbal.
* Ability to prioritize projects and strong problem-solving skills.
* Good research skills and attention to detail.
* Contributes to team effort by accomplishing related results as needed.

In exchange for your expertise, we offer a base salary, bonus potential, 401(k) plus matching, health benefits, a potential for career growth, and a great working environment. This is your chance to play a key role in the continued success of our company. Our culture is fast-paced, motivational and focused on healthy living. Smokers need not apply. For more information about our company, please visit our website {Insert Company Website}.

If you’re interested in this opportunity, please send your resume and letter of interest to {Name and Email Address}.

We are an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.