

HELP WANTED

ADMINISTRATIVE ASSISTANT WITH MARKETING SKILLS

We are looking for a dedicated and creative person to help our financial services agency grow!

Are you that person?

We need someone to ...

- Perform administrative duties including filing and copies
- Update Website information
- Utilize bulk e-mailing programs
- Make phone calls to clients and prospects
- Research pre-approved advertisements
- Aid in continuing marketing efforts

The successful candidate will be comfortable working in the financial services industry, including insurance and financial planning, be a motivated self-starter with excellent office skills and pleasant personality. An associates degree in a related business field is preferred along with telemarketing experience.

This is a part-time position, beginning at 20-30 hours per month, but may quickly increase as our business grows. We offer a competitive salary with pay increases based on performance.

Please submit your resume to www.financialchoices.biz

Located in Plainfield Illinois, Financial Choices is an independent financial services firm, providing insurance products, investment services and financial planning to our clients.

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