

## **Equitable Investments**

Location: Milford, CT

Hours: 5-10 hours per week, after 6 months can increase to 20 (if interested)

Wage: \$15.69/hr

## **Marketing & Administrative Assistant**

### *Internship*

- Assists the company with their marketing materials to promote their services to new clientele
- Engages in regulatory compliance work
- Maintains proper record of contacts in database for new and existing clients
- Coordinates with new and existing clients to schedule meetings; sends out invitations for the meetings
- Make phone calls to existing clients to schedule appointments
- Other administrative duties as assigned

### **Preferred Qualifications**

- College student
- Interest in finance is not required, but those interested in finance have the opportunity to learn more about finance/investing
- Creative, some social media experience
- Strong attention to detail
- Maintains confidentiality, as they will work with sensitive client information

Interviews are expected to be conducted in October for a November start date.

- Background check is required, which includes finger printing