



Ascend Wealth Partners

Ameriprise Private Wealth Advisory Practice

AscendWealthPartners.com

Employment opportunity at Ascend Wealth Partners in Huntersville, NC.

Seeking an enthusiastic and professional Client Service Manager to ensure delivery of an exceptional client experience that defines and differentiates our firm.

Responsibilities include providing administrative support as needed to ensure the efficient operation of the firm's office. Interaction with clients should be warm and inspiring, and responses to tasks should always be accurate, of high quality and timely.

Candidates should display exceptional interpersonal and relationship building skills along with outstanding time management and multitasking abilities. Excellent written & oral communication skills are a must as are proficiency in MS office and social media applications. A college degree and financial industry office experience are preferred, but not required. This is a non-licensed position.

Starting salary \$35,000 - \$40,000 based on qualifications and prior experience.

Send related inquiries and resumes to scott.d.robinson@ampf.com.