



Palisades Hudson Financial Group LLC

3340 Peachtree Road NE, Suite 1545 Atlanta, GA 30326

Part-Time Office Assistant Position Available

A thriving tax, accounting and financial planning firm with an asset management affiliate is seeking a bright and responsible part-time office assistant for our Atlanta office. Candidates who are invited for interviews will be seen in our Atlanta office which is located in Buckhead and easily accessible from MARTA.

Qualifications:

- Comfort with computers and knowledge of Excel and Word
- Good communication skills
- Hard-working and self-directing
- Attention to detail is imperative
- Strong quantitative skills

Responsibilities include:

- Preparing correspondence for mailing
- Answering telephones and directing calls and correspondence to appropriate personnel in multiple offices
- Scanning and filing investment and tax documents
- Coordinating travel arrangements
- Word processing and data entry
- Research projects

Starting salary will be \$15 per hour or more depending on experience.

Please direct all inquiries to Melissa DiNapoli by email at melissa@palisadeshudson.com