



# Palisades Hudson Financial Group LLC

3340 Peachtree Road NE, Suite 1545 Atlanta, GA 30326

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## Office Assistant Position Available

A thriving Atlanta tax accounting and financial planning firm with an asset management affiliate is seeking a bright and responsible part-time office assistant.

### Qualifications:

- ❖ Comfort with computers (familiarity with Google Workspace/G Suite a plus)
- ❖ Good communication skills
- ❖ Hard-working and self-directing
- ❖ Attention to detail is imperative
- ❖ Strong quantitative skills

### Responsibilities may include:

- ❖ Preparing correspondence for mailing
- ❖ Answering phones and directing calls and correspondence to appropriate personnel in multiple offices
- ❖ Scanning and filing investment and tax documents
- ❖ Coordinating travel arrangements
- ❖ Data entry

We are looking for approximately 15-25 hours per week. Timing is flexible during the standard work day (9 a.m. to 5:30 p.m.), though afternoon availability is preferred. Starting salary \$18 per hour or more, depending on experience.

Please direct all inquiries to Melissa DiNapoli by email at [melissa@palisadeshudson.com](mailto:melissa@palisadeshudson.com).