

Administrative Staff Required

JOB DESCRIPTION

Seed Wealth Management, a division of Seed Investments, focuses on Private Client Consulting and Wealth Management. We are looking to expand the administrative support team!

KEY AREAS OF RESPONSIBILITY

- Provide assistance to the wealth managers during various stages of the consulting process
- Gathering, processing and storing data received
- Creating documents and presentations for client meetings
- Streamlining the current processes and systems in place
- Maintain and update filing system
- Processing and distribution of various forms
- Manage workflow system

COMPETENCIES

- Must have a “can do” attitude, and willingness to work in a rapidly evolving environment.
- A self-starter with initiative who can drive projects to completion with minimal guidance
- Must also be able to work in a highly structured environment when required
- Must accept and manage responsibilities
- The candidate must have keen eye for detail
- Excellent communication and interpersonal skills - an ability to work with a broad range of people.
- High levels of energy, drive, optimism and creativity
- 2 years of investment / financial industry experience is required
- Sound knowledge of Microsoft Word, Excel and Outlook
- Must meet Seed’s values of honesty and integrity at all times

Please email your CV to Angelique Du Preez at angelique@seedinvestments.co.za