



Palisades Hudson Financial Group LLC

200 S.W. First Avenue, Suite 800 Fort Lauderdale, FL 33301

Administrative Associate Position Available

A thriving Fort Lauderdale, Florida tax accounting and financial planning firm with an asset management affiliate is seeking a bright and responsible administrative associate for its office in Fort Lauderdale, Florida. Flexible hours; full- and part-time applicants will be considered.

Qualifications:

- Comfort with computers and ability to pick up new software (familiarity with Google Workspace/G Suite a plus)
- Good communication skills
- Excellent verbal and written skills in English; facility with Spanish and/or Portuguese a plus
- Hard-working and self-directing
- Attention to detail (imperative)

Responsibilities may include:

- Research projects
- Posting material to company website and assisting the webmaster
- Answering phones, and directing calls and correspondence to appropriate personnel in multiple offices
- Sorting and preparing correspondence for mailing
- Coordinating travel arrangements
- Scanning documents

Salary: \$24 per hour or more depending on experience level. Overtime is paid at time and a half, plus bonus and profit sharing plan.

Please direct all inquiries to Melissa DiNapoli by email at melissa@palisadeshudson.com. Submit a resume and cover letter for review.