

Division/Department	KMC and KM Capital Operations
Job Title	Front Desk Office Assistant
<b>GENERAL DESCRIPTION:</b>	
Provide administrative assistance to the President of Operations as assigned and be the first point of contact for all visitors. This role provides backup support in various areas including, but not limited to, supply inventory, mailroom operations and distribution, office maintenance, and KM Capital product involvement.	
<b>JOB RESPONSIBILITIES:</b>	
<b>General Office Upkeep Responsibilities</b>	
<ul style="list-style-type: none"> <li>• Allow access and greet visitors. Make them feel comfortable and connect them with who they are there to meet with.</li> <li>• Monitor and order FedEx supplies as needed</li> <li>• Prepare and ship routine packages included but not limited to GWN, FIG and Aspire which go out daily</li> <li>• Monitor office copy machines, fax machines, and stamp machine ensuring that the needed supplies are on hand and that repair service is contacted when equipment fails to work properly.</li> <li>• Monitor inventory levels of all office supplies ensuring sufficient supplies are on hand at all time. This includes supplies needed for the copy room, supply closet, kitchen, mail area, restrooms and other areas as assigned.</li> <li>• Order business cards, letterhead and envelopes as needed through Print Tech</li> <li>• Contact property management promptly and directly with any maintenance needs and ensure issues are resolved in a timely manner.</li> <li>• Sort and distribute incoming mail as assigned</li> <li>• Monitor incoming emails under the info@4kmc address and respond or forward as appropriate</li> </ul>	
<b>KM Capital and Other Product Responsibilities</b>	
<ul style="list-style-type: none"> <li>• Keep inventory of marketing kits ensuring needed amounts are on hand at all times.</li> <li>• Ship all Money By Design/Platinum kits as needed and gather new marketing material (travel to storage area and some heavy lifting required)</li> <li>• Process paperwork as needed</li> <li>• Handle all KM Capital outgoing transfers and track via conservation log</li> <li>• Handle daily contribution log corrections</li> <li>• Manage KM Capital Transfer Report and update CSRs and Advisors as appropriate</li> <li>• Update allocations as assigned</li> <li>• Update Symetra account values as assigned</li> </ul>	
<b>Additional Responsibilities</b>	
<ul style="list-style-type: none"> <li>• Backup to Client Services as needed (phone and paperwork processing)</li> <li>• Assist in KMC holiday party as needed, primarily as it pertains to internal and external invitations and gifts to attendees (Popcorn &amp; See's Candy)</li> <li>• Coordinate and send out Holiday cards to PSEA and DSEA</li> </ul>	
<b>WORK EXPERIENCE REQUIREMENTS:</b>	
<ul style="list-style-type: none"> <li>• Minimum 3 years' experience as administrative assistant experience</li> <li>• Strong verbal and written communication skills and attention to detail a must</li> <li>• Proficiency in Outlook email and calendar, and MS Office suite of products</li> <li>• Exceptional typing skills 50 WPM minimum</li> <li>• Strong ability to work independently</li> </ul>	
<b>EDUCATION REQUIREMENTS:</b>	
Bachelor Degree Preferred	