

## **BUSINESS ADMINISTRATION / HR INTERN POSITION**

Legend Financial Advisors, Inc.<sup>®</sup> (Legend) is a **Fee-Only, Fiduciary** U.S. Securities and Exchange Commission registered investment advisory firm with its headquarters located in the North Hills of Pittsburgh, Pennsylvania. Legend provides Personalized Wealth Management Services which includes Financial Planning and Investment Management to affluent and wealthy individuals, business entities, medical practices and non-profit organizations as well as retirement plans.

We are currently seeking college freshmen, sophomores, or juniors with an interest in working in a professional business environment to join our team for a Business Administration/HR Internship. We will provide qualified individuals with outstanding education and growth opportunities. If you are a high-energy individual with a strong work ethic, excellent team skills and outstanding communication skills, we would like to speak with you.

We offer internships that are paid and are year-round (we do not offer “Summer Only” internships). Positions are part-time during the academic year: a minimum of 15.0 hours worked per week are required. During the Summer, our students work an expanded schedule of hours.

Additional information about our firm can be found on our Website [www.legend-financial.com](http://www.legend-financial.com). Interested candidates should send their resume and completed employment application to:

Celine M. Stanasolovich

Director of Human Resources and Accounting

Legend Financial Advisors, Inc.®

5700 Corporate Drive, Suite 350

Pittsburgh, PA 15237-5829

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### **NECESSARY SKILLS:**

1. Microsoft Word
2. Microsoft Excel
3. Strong communication and grammar skills

### **RESPONSIBILITIES:**

1. Assist with the onboarding processes for newly-hired employees
2. Provide assistance with employee benefit administration
3. Assist with the recording and tracking of all employee training time
4. Help prepare recruiting information and job fair support materials
5. Help maintain employee records and files
6. Assist with writing revisions and new policies for employee policy manual
7. Assist with coordinating intern schedules

8. Support our project manager on various compliance and regulatory assignments
9. Support in accounting areas which may include: financial reporting, payroll, accounts receivable, and accounts payable
10. Provide support to CEO on various projects
11. Perform general office duties and miscellaneous tasks – approximately 15% to 20% of the position