

PAID ADMINISTRATIVE SUPPORT HIGH SCHOOL INTERN POSITION

FIRM OVERVIEW:

Legend Financial Advisors, Inc.[®] (Legend) is a **Non-Commission, Fee-Only** Securities and Exchange Commission registered Investment Advisory Firm with its headquarters located in the North Hills of Pittsburgh, Pennsylvania. Legend[®] provides Wealth Advisory Services including Financial Planning and Investment Management to affluent and wealthy individuals as well as business entities and non-profit organizations.

We are currently seeking high school students with an interest in working in a professional business environment to join our team for an Administrative Support Internship. We will provide qualified individuals with outstanding educational and growth opportunities. If you are a high-energy individual with a strong work ethic, excellent team skills and a commitment to outstanding performance, we would like to speak with you.

Our business hours are 8:00 am to 6:00 pm Monday through Thursday and 8:00 am to 5:00 pm on Fridays. We can create a flexible schedule for qualified students that allow them to work after school and during school breaks and summer vacation.

Additional information about our firm can be found on our Web site www.legend-financial.com.

Interested candidates should send their resume and completed employment application (found on our Web Site) to:

Celine M. Stanasolovich
Director of Human Resources and Accounting
Legend Financial Advisors, Inc.[®]
5700 Corporate Drive, Suite 350
Pittsburgh, PA 15237-5829

POSITION DESCRIPTION:

ADMINISTRATIVE SUPPORT DUTIES:

1. Assist the Company's President
2. Organize and scan incoming documents and articles within various document management programs including Google Docs and DocuXplorer
3. Become proficient in the use and maintenance of our Salesforce database program
4. Assist in expediting all incoming and outgoing mail
5. Assist with conference room set-up and meeting support
6. Perform any other duties assigned by the employer

NECESSARY SKILLS:

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