

## **ADMINISTRATIVE SUPPORT INTERN POSITION**

### **FIRM OVERVIEW:**

Legend Financial Advisors, Inc.® (Legend) is a 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 college freshmen, sophomores or juniors 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 client service, we would like to speak with you.

The position is full-time during the summer and part-time during the academic year (We do not offer “summer only” internships). We require a minimum of 250 work hours (this averages approximately 16 to 17 hours per week) during the fall and spring school semesters, including at least 45 hours on Saturdays. During the summer, we require forty (40) work hours per week.

Additional information about our firm can be found on our Web site [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

## **ADMINISTRATIVE SUPPORT INTERN POSITION DESCRIPTION**

### **NECESSARY SKILLS:**

1. Microsoft Word
2. Microsoft Excel
3. Strong communication and grammar skills
4. Excellent typing and word processing skills

### **ADMINISTRATIVE SUPPORT DUTIES:**

1. Proofreading both word and financial documents
2. Become proficient in the use and maintenance of our Protracker database program
3. Assist in expediting all incoming and outgoing mail
4. Assist with reception and telephone responsibilities
5. Assist with conference room set-up and meeting support
6. Process incoming/outgoing Faxes and E-mail
7. Perform any other duties assigned by the employer