

BUSINESS ADMINISTRATION / HR 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 a Human Resources 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.

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

BUSINESS ADMINISTRATION / HR INTERN POSITION

NECESSARY SKILLS:

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

RESPONSIBILITIES:

1. Assist with the completion of personnel forms 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 any other duties assigned by employer