

PAID HIGH SCHOOL ADMINISTRATIVE INTERN POSITION

FIRM OVERVIEW:

Legend Financial Advisors, Inc.[®] (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 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 a.m. to 6:00 p.m. Monday through Friday. We can create a flexible schedule for qualified students that allow them to work after school and during school breaks and summer vacation.

ADMINISTRATIVE SUPPORT DUTIES:

1. Assist the Company's President
2. Organize and scan incoming documents and articles within various document management programs including Google Drive and DocuXplorer
3. Assist the Marketing Department with various projects
4. Assist with the firm's ongoing Social Media initiatives
5. Assist in expediting all incoming and outgoing mail
6. Assist with conference room set-up and meeting support
7. Perform clerical duties and any other duties assigned by the employer

NECESSARY SKILLS:

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

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 the Employment Opportunities section of our Website) to:

Celine M. Stanasolovich

Director of Human Resources and Accounting

Legend Financial Advisors, Inc.®

5700 Corporate Drive, Suite 350

Pittsburgh, PA 15237