

## Clients first.



Job Title: Marketing Administrative Coordinator

### Who We Are:

AndCo Consulting is an independent, SEC registered institutional investment consulting firm. We serve as a fiduciary to each of our clients, without exception or caveat, while assisting and guiding them in making important investment and plan design decisions.

### Job Summary:

AndCo's Marketing Administrative Coordinator (MAC) is responsible for two key areas, strengthening the Marketing department and Executive team with vital internal and external brand responsibilities. The MAC will handle administrative duties and ensure that the office operates smoothly.

### Responsibilities:

- Helps the organization create and execute schedules, manage meetings/logistics, greet, communicate and assist executives and clients.
- Handles multi-faceted administrative functions that are required for optimal business effectiveness.
- Maintains effective workflow in the office by proactively coordinating office supplies, brand images and required memberships.
- Uses independent judgement and expansive industry knowledge to manage logistics for Conferences, Annual and Mid-Year Retreats.
- Executes special projects as requested.

### Required Skills:

- Collaborates effectively with all levels of the organization
- Works with a high degree of accuracy and detail orientation
- Maintains a high level of professionalism
- Excellent written and verbal communication skills
- Displays the ability to be highly organized and flexible with multiple priorities and changing deadlines

### Qualifications:

- Bachelor's degree from an accredited university
- Five (5) years of relevant professional experience
- High-level of PC proficiency including Microsoft Office; specifically: Outlook, Word, Excel, and PowerPoint

### Benefits of joining AndCo:

AndCo Employees enjoy opportunities to learn and grow alongside committed leaders and co-workers. In addition to a competitive salary, we offer the following benefits: Medical, Vision and Dental, STD, LTD, Life insurance, 401(k) 3% Safe Harbor contribution, and 13 paid company holidays in addition to a generous PTO package.

### Equal Opportunity Employer:

AndCo is an Equal Opportunity Employer. We invite all qualified applicants to apply and do not discriminate against individuals because of their race, color, religion, national origin, gender, physical or mental disability, veteran status or age.

### Working Conditions:

This job is located in Winter Park, Florida. Standard office hours are 8:00AM-5:00PM. This is a NON-EXEMPT position.