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## Receptionist / Administrative Assistant

### Description

A wealth management firm is currently seeking a Receptionist/Administrative Assistant for its Los Angeles office.

### Responsibilities

This position provides administrative and reception support for office. This Receptionist/Administrative Assistant performs duties such as answering the telephone, providing client and employee assistance, managing mail and working on special projects. Also, deals with a diverse group of important external callers and visitors as well as internal contacts at all levels of the organization.

### Qualifications

- Bachelor's degree preferred.
- 1-year minimum experience preferred.
- Excellent written and verbal communication skills
- Proficient with Microsoft Office
- Excellent organizational skills
- Ability to multitask while being flexible in a busy environment
- An interest in the Business Management Industry

### Contacts

If you meet the above requirements and are interested in this position, please submit your resume to or contact:

- [Cesar Mercado](#)
- [cesar@matfar.com](mailto:cesar@matfar.com)
- 213-996-3729

Matura Farrington is an EEOC employer and will consider qualified applicants with criminal histories in a manner consistent with the requirements of the Los Angeles Fair Chance Initiative for Hiring Ordinance and all other local, state, and federal laws.

### Hiring organization

Matura Farrington Staffing Services

### Industry

Finance, Office Support

### Job Location

Los Angeles, CA

### Working Hours

In Office. 8:30 AM – 5:30 PM

### Base Salary

\$ 19.00 - \$ 20.00

### Date posted

May 26, 2023