

Front Office Coordinator
Punch & Associates Investment Management, Inc.

Punch & Associates Investment Management, Inc. is a Minneapolis-based, independent wealth and investment management firm serving a select number of institutions and families of substantial wealth. Our mission is to enable families and institutions to steward resources with clarity and purpose.

We are seeking a Front Office Coordinator to join our team as a manager of first impressions for our firm.

Accountabilities Include:

- Representing Punch's values and brand with callers and visitors to the firm
- Ensuring efficient daily operation of the firm
- Provide administrative support to various areas of the firm

Primary Duties and Responsibilities:

- Warmly welcoming guests to our office;
- Accurately and professionally answering and directing incoming calls;
- Scheduling and maintaining conference rooms;
- Order, receive and distribute inventory for supply/copy room and kitchen;
- Collect, open and distribute mail;
- Assist with administrative tasks in Salesforce as needed;
- Assist with firm marketing projects and client and internal events as needed;
- Provide administrative support to various areas of the firm;
- Assist with other firm projects as needed.

Necessary Skills and Qualifications:

- Positive, professional and enthusiastic attitude.
- Excellent organization and time management skills.
- Must be collaborative and proactive.
- Experience with Microsoft Office Suite including Outlook, Word, Excel and PowerPoint.
- Minimum 2-5 years experience in a similar role. Prior experience in professional services preferred.

Punch & Associates offers a competitive salary, people-first culture, and generous benefits package. Please submit a cover letter and resume to resumes@punchinvest.com.