

Punch

A BOUTIQUE INVESTMENT ADVISORY

Part-Time Receptionist/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 Part-Time or Job Share Front Office Coordinator to join our team as a manager of first impressions for our firm.

Responsibilities include, but are not limited to:

- 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 firm marketing projects and client and internal events as needed;
- Assist with other firm projects as needed.

Required Skills and Qualifications:

- Positive, professional, and enthusiastic attitude;
- Excellent organization and time management skills;
- Must be collaborative and proactive;
- Prior experience in professional services preferred, but not required.

Company Benefits:

- Approximate salary \$20 - \$25 per hour
- 20 to 30 hours per week

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