

Punch

A BOUTIQUE INVESTMENT ADVISORY

Full-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 a Full-Time 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.

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