

Position Title: Marketing & Office Management Intern

Office Location: New York

Reports to: Emily Damron, Office Manager

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## Firm Summary:

Winged Keel Group is an independent life insurance brokerage firm that creates and implements tax-efficient, multi-generational wealth accumulation and wealth transfer strategies for ultra-high net worth families. With offices in Boston, New York, San Francisco, Richmond, and Washington, D.C., the firm specializes in the structuring and administration of large blocks of Traditional Life Insurance and large portfolios of Private Placement Variable Life Insurance and Annuities.

## Position Summary:

Seeking a diligent, personable, and organized student to support our Office Manager starting in Fall 2019. This role will be an integral resource to the office manager providing assistance with the day-to-day management of a fast-paced office. In addition to office management, this role will provide support with event tracking, gear inventory management, and special projects. Excellent opportunity to expand your skill set in a fast-paced, entrepreneurial environment. Must be dedicated and reliable with a can-do attitude.

## Position Responsibilities:

- Provide support to Office Manager with the day-to-day functions of the office, including signing for and distributing packages, keeping supplies stocked and assessing inventory, setting up for meetings and conferences and breaking down room set-up
- Manage data-entry for tracking event attendees on SmartOffice
- Assist with gear management, inventory tracking, and wrapping and shipping gear items as requested
- Work with the Office Manager to keep internal website updated on a weekly basis
- Review Office Management materials and assist with keeping documents up-to-date
- Provide assistance with miscellaneous administrative tasks (e.g. copying, scanning, shipping) and other ad hoc projects as needed

## Ideal Candidate will Possess the Following:

- Pursuing a Bachelor's degree
- Must be available to intern 15 to 20 hours per week
- Detail oriented with a strong ability to organize and prioritize
- Proficiency in Microsoft Office
- Proactive and takes initiative with strong follow through
- Previous office admin experience a plus
- Positive, can-do attitude



WINGED KEEL GROUP®

To apply, please contact:

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