

Receptionist Position Information

Status: Part-Time, Monday –Friday, 2:15pm – 5:15pm

Job Category: Administrative/Clerical

Compensation: Entry Level

Contact Information

Please forward resume with salary requirements to:

Ameriprise Financial: Receptionist Position

12312 Olive Boulevard, Suite 660

St. Louis, MO 63141

The receptionist is responsible for providing a positive and welcoming client experience by greeting clients and prospects upon arrival to the office and answering phones during normal business hours. The receptionist is also responsible for maintaining the appearance of the common areas of the office and is the general administrative person within the office. The main general administrative duties will include:

General office support:

- Greet clients and prospects
- Answer phones during regular business hours
- Maintain common areas to insure a welcoming client experience
- Find point of contact for client service questions and issues
- Mail processing for incoming mail
- Send and distribute faxes
- Prepare general information for client meetings as necessary (could include typing agendas, printing specific reports from the corporate website, etc.)
- Place office supply orders
- Handle maintenance request with building facilities manager
- Maintain business machines (fax, copier, computer)
- General office support as directed by advisors

Qualifications:

- Self-motivated individual with the proven ability to take ownership and personal accountability of accurate and timely completion of assigned responsibilities
- Excellent interpersonal skills to interact effectively with clients and prospects in person and over the phone
- Experience supporting multiple individuals in a fast-paced environment
- Effective communication skills
- Strong client service orientation skills
- Proficient with standard office equipment (fax machine, copy machine)
- Proficient in computer skills using Microsoft Word, Excel, Powerpoint and Lotus Notes
- Able to respond to changing priorities and handle multiple priorities
- Able to take direction from multiple individuals
- Ability to handle confidential and sensitive information with a high degree of integrity and maintain strict client confidentiality
- High school education plus applicable work experience

Ameriprise Financial Company Profile

We are Ameriprise Financial, a FORTUNE 500 company*, a leader in our industry with more than 10,000 branded financial advisors and more than 8,900 employees nationwide. We have nearly 2.8 million individual, business and institutional clients and \$474 billion in assets owned, managed and administered**. Our momentum comes from the personal, long-term relationships we cultivate with our clients and employees. This commitment is the basis of our unique, collaborative approach to financial planning, and the reason why we made the Top 20 on BusinessWeek's 2006 list of Best Places to Launch a Career***. With us, you can count on a competitive compensation and benefits packaging, continuing opportunities for advancement and the training you'll need to bring out your full potential. It's time to help people plan for their dreams. It's time to matter more.

Climb Your Everest.

**Source: FORTUNE Magazine, April 30, 2007*

***As of March 31, 2007. Source: Ameriprise Financial First Quarter 2007 Statistical Supplement, page 3.*

****Source: BusinessWeek, 9/18/06*

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