



## Office Administrator / Marketing Support Associate

Are you ready to be the backbone of our office and help us spread the word about our mission? We're seeking an enthusiastic and organized Office Administrator with some marketing support skills to join our dynamic team. In addition to keeping our office running smoothly, you'll play a vital role in assisting with the preparation of marketing materials that showcase our comprehensive wealth and investment management solutions.

### What You'll Do:

**Champion Our Values:** Embrace and uphold the core values of independence, excellence, integrity, and community in all aspects of your work.

**Keep the Office Buzzing:** Manage day-to-day office operations with efficiency and attention to detail, ensuring our team has the resources they need to succeed.

**Be the Heart of Our Team:** Provide a warm welcome to clients and visitors, showing them firsthand why our firm is a trusted partner in managing their wealth and investments.

**Spread the Word:** Assist in planning and executing exciting events, meetings, and seminars that showcase our expertise in wealth and investment management.

**Let Your Creativity Shine:** Collaborate with associates to prepare engaging marketing materials, including brochures, presentations, and email campaigns using software such as Microsoft Office Suite, Adobe Creative Cloud, Canva, and Constant Contact.

**Embrace Flexibility:** Adapt to changing priorities and responsibilities with ease, demonstrating flexibility and a willingness to pitch in wherever needed.

**Take Ownership:** Take ownership of ad hoc administrative projects, demonstrating initiative, resourcefulness, and a proactive approach to problem-solving.

### What You'll Bring:

**Alignment with Our Values:** A commitment to upholding our core values of independence, excellence, integrity, and community in all aspects of your work.

**A Positive Attitude:** You're the type of person who brings energy and enthusiasm to everything you do.

**Organization Skills:** Exceptional organizational skills with the ability to multitask, prioritize tasks, and manage time effectively.

**Creativity:** Whether it's writing a captivating social media post, planning an interactive team event, or helping design a visually appealing presentation, you've got a knack for crafting compelling content and engaging experiences.

**Team Spirit:** You're a natural collaborator who loves working with others to achieve common goals.

**Client Focus:** A client-centric mindset with a genuine desire to provide exceptional service and enhance the client experience.

**Flexibility:** An adaptable nature with the ability to thrive in a fast-paced, dynamic environment and embrace change with enthusiasm.

**Ownership Mentality:** A proactive attitude with a strong sense of ownership and accountability for your work and its impact on the firm's success.

## Why You'll Love Working With Us:

**Culture of Excellence:** Join a team that's committed to excellence in everything we do, from client service to professional development.

**Collaborative Environment:** Work in a supportive and collaborative environment where your contributions are valued, recognized, and rewarded.

**Opportunities for Growth:** Take advantage of opportunities for professional growth and advancement as you develop your skills and expertise.

**Meaningful Impact:** Be part of something bigger than yourself, making a meaningful difference in the lives of our clients and helping them achieve their financial goals.

## What We Offer:

**Salary:** \$65,000 - \$90,000, dependent on experience and education

**Benefits:** Include healthcare plan, 401(k), and gym membership

**Annual Bonus:** Merit-based bonus for achieving specific goals

**Professional Development:** Support of your pursuit of relevant career development opportunities

## Who We are:

Founded in 2007, Fulcrum Capital is an independent Registered Investment Advisor headquartered in Seattle. Our clients are individuals, families, foundations, and companies who seek a more thoughtful approach to investing. Our clients choose Fulcrum because they want to know what they own and be confident that their holdings align with their values. Our clients and team members value our independence, transparency and thought leadership, particularly in the realm of sustainable investing. We value diversity and support work-life balance. Our firm is 100% employee-owned and majority women-owned.

For more information contact:

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