



MADISON FINANCIAL GROUP

An Office of MetLife®

Andrés M. Romero, ChFC, CFP®

Senior Financial Planner & Investment Specialist
Financial Services Representative
Investment Advisor Representative
Registered Representative

Position: **PERSONAL ASSISTANT TO FINANCIAL PLANNER**

Description: Part-time (3 to 4 days per week) assistant to handle client relationship management, client communications, marketing and business processing for experienced financial planner. Pay is commensurate to experience.

Main Office: 4151 Ashford Dunwoody Road, Suite 500
Atlanta, Georgia 30319
Please email cover letter and resume to:
Andrés M. Romero aromero1@metlife.com (Please do not call. Emails only)

Who We Are: Madison Financial Group is a financial services office working with corporate and individual clients in areas such as financial planning, investment management, employee benefits, deferred compensation plans, retirement programs, risk management and estate analysis. Madison Financial Group/MetLife Financial Group is proud to be an agency of MetLife—one of the largest and most prestigious financial services companies in the United States.

Contact: Andrés M. Romero, ChFC, CFP®

Start Date: ASAP

QUALIFICATIONS

Education: College student or undergraduate degree

Experience: Strong organizational and communication skills of utmost importance. Proven attention to detail is a must. Knowledge of the financial services business a plus. Strong knowledge of the Microsoft Word and Excel is required. MS Powerpoint knowledge a plus.

Other: Outstanding opportunity to be part of a growing successful financial planning practice. Can develop into a full time assistant position or a financial planning career position.

4151 Ashford Dunwoody Road • Suite 500 • Atlanta, Georgia 30319 • voice 404-704-3174 • Main 404-255-0118 • fax 404-255-8314 • aromero1@metlife.com

www.andresromero.com

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