



## HALBERT HARGROVE

**Title:** Administrative/Finance Intern

**Location:** Long Beach, California

**Pay:** \$16/hour

**Time:** 2-3 days per week - Monday and Wednesday or Tuesday and Thursday (8-5 or 7-4) and Fridays (7-2)

**Length of Internship:** 1 year + preferred

**Contact:** Jennifer Caravello [jcaravello@halberthargrove.com](mailto:jcaravello@halberthargrove.com) (Please no phone calls)

**Responsibilities include, but are not limited to:**

- Coordinate with team of interns to ensure all projects are completed on time
- Wealth Advisory document creation and review
- Utilize excel and CRM to update system data
- Accurately prepare materials for client meetings
- Reference and update intern procedures for clarity while completing assigned tasks
- Maintain professional relationships and strong communication with staff and intern team on all projects
- Manage workload to maximize accuracy and efficiency, freeing up time to assist in non-routine projects as needed
- Research and learn how to navigate video editing software and excel to help complete marketing and operations projects

**Position Qualifications:**

- Any class year welcome (Freshman/Sophomore/Junior preferred)
- Finance/Economic majors preferred
  - Applicable coursework: FIN 300, 310, 350, or 360 strongly encouraged
  - Applicable coursework: Information Systems strongly encouraged
- Self-starter that takes initiative and ownership of work
- High level of personal accountability, responsiveness, and resourcefulness
- Demonstrates excellent teamwork skills
- Excellent attention to detail
- Ability to successfully manage and complete multiple responsibilities
- Willingness to learn and utilize new technical skills to assist operations team
- Strong analytical and quantitative skills
- Strong written and verbal communications skills:
- Proficient in Microsoft Office Suite