

JOB POSTING REQUEST FORM

JOB DETAILS	
Reference #	CP-618-2022
Company Name	Atlantis Financials
Industry	Investment
Vacancy	Associate – Investment Department
Number of vacancies for that position	1
Job Type (<i>FT, PT, Contractual, Seasonal</i>)	Full Time
Major(s)	Banking and Finance, Business Administration, Financial Engineering
Degree	Bachelor
Years of Experience	1-2 years
Location	Mansourieh
Application Deadline	September 30, 2022
Remuneration & Benefits	TBD based on profile
Currency (LBP, Dollar, Lollar)	Dollar
Tasks & Responsibilities	<ul style="list-style-type: none"> • Communicate with clients and advisors, and respond to any queries. • Demonstrate exceptional customer service, communication, and attention to detail. • Insert customer and account data in the system. • Research and obtain information to complete business requirements. • Maintain and update database system as necessary. • Handle communication and company mailing system. • Physical data organization and filing. • Monitor office inventories and report shortages. • Assist in office management and organization procedures. • Review client portfolios <p>Other duties might be assigned as needed.</p>