



MISSION FINANCIAL

WE'RE HIRING

Operations Associate

Manage the overall operational efficiency of the branch office. Create and facilitate a warm, inviting, hospitable atmosphere for clients and team members in the branch office. Facilitate day-to-day operational functions and procedures. Use extensive knowledge and skills obtained through education and experience to identify, research, analyze and resolve complex issues.

Job Skills

- Effective problem-solving skills
- Organize, manage, and track multiple detailed tasks with frequently changing priorities and deadlines in a fast-paced work environment
- Professional, service-oriented demeanor
- Detail oriented to ensure accuracy of reports and correspondence
- Provide a high level of customer service
- Keep all appropriate parties up-to-date on relevant information
- Establish and maintain effective working relationships with others
- Identify problems, gather facts, and develop solutions
- Demonstrate excellent work ethic
- Use appropriate interpersonal styles and communicate effectively, both orally and in writing
- Ability to work collaboratively as well as independently within a team
- Ability to take pride in other team members' successes

Send your Resume to:
info@MissionFinancialSTL.com

