



Position: Director of First Impressions

Status: Full-time

Experience: 1+ years

Job Description: The Musuneggi Financial Group, a boutique financial consulting firm, is hiring a Director of First Impressions for our South Hills (Scott Township) office. As the first point of contact, the Director of First Impressions is an integral member of our team. The ideal candidate for this entry-level position enjoys meeting new people and is a strong communicator. Professionalism—in attitude and appearance—is a priority. This position is for a team player, who is excited about the culture and services of the firm. Salary is commensurate with experience.

Responsibilities for the Director of First Impressions

Front Desk

Answer phones and greet clients

Schedule/Confirm meetings and conference rooms

Maintain clean, organized, welcoming desk and front office space

General Office Support

Sort and distribute incoming mail, checks, process outgoing mail, deliveries

Handle all facilities issues including copiers and printers

Stock and order office supplies

Compliance Support

Maintain Compliance files and logs

Advisor Staff Support

Client Service support as required by multiple-planner practice

Desired Skills & Expertise: The qualified candidate will have:

- High school diploma: 2+year degree preferred.
- General computer proficiency and MS Teams and Outlook proficiency.
- 1-3 years customer service/professional office experience, including phone experience.
- Impeccable attention to detail and strong organizational skills.
- A clear, courteous communication style.
- Professional appearance and outgoing personality.
- Experience in financial services, accounting, legal or insurance office (preferable).

Interested candidates should send cover letter and resume to info@mfgplanners.com.

To learn more about The Musuneggi Financial Group, visit our website's [About page](#).