



## INVEST IN YOUR FUTURE ON-CALL BRANCH OFFICE ADMINISTRATOR OPPORTUNITIES

At Edward Jones, our commitment to our associates has made us one of the nation's leading financial services firms.

We are seeking an On-call Branch Office Administrator to support our offices. This position provides customer service and supports our financial advisors on a temporary, as-needed basis, and it does not have regularly scheduled hours.

The ideal candidate must enjoy customer contact and have excellent client service and communication skills. He or she should also be well-organized and accurate with details. The ideal candidate must also be able to work on short notice, with flexibility to work in more than one branch location.

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2016

**FORTUNE** March 2016

For the 17<sup>th</sup> year, Edward Jones was named one of the best companies to work for by **FORTUNE** magazine in its annual listing. The firm ranked No. 10 overall. These 17 **FORTUNE** rankings include top 10 finishes for 13 years, top 5 rankings for six years and consecutive No. 1 rankings in 2002 and 2003.\*

### Position Information:

On-call Branch Associate

**Location:** Alpena, Michigan

To be considered for this position, contact:

Chelsea Thompson

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