

SC Staffing & Consulting

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Administrative Assistant

Description

Our client is seeking an Administrative Assistant with experience in a wealth management office to coordinate, support, and manage office functions. This is an on-site role.

Key Responsibilities

- Managing calendars and schedules.
- Handling correspondence.
- Preparing reports.
- Maintaining filing systems.
- Ordering supplies.
- Greeting visitors and callers.

Key Qualifications

- Bachelor's degree preferred.
- Wealth management and financial office experience preferred.
- Proficiency in MS Office.
- Proficiency with office machines.

Contact

Learn More About This Role: Please send your resume to resumes@scconsultingllp.com.

About SC Staffing & Consulting, Certified Woman-Owned

SC Staffing & Consulting is a strategic staffing and consulting company with over 60 years of combined experience. Since 2007, we have been providing full recruitment services to businesses, governments, and other institutions, including long-term temporary solutions and temp-to-perm solutions.

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Hiring organization

SC Staffing & Consulting

Job Location

On-site, Greater Philadelphia, Pennsylvania

Date posted

July 21, 2026

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