



## *Millennium Advisory Services, Inc.*

---

5340 Twin Hickory Road, Glen Allen, Virginia 23059  
Office: (804) 346-1040 Toll Free: (877) 435-2489 Fax: (804)346-1044

Millennium Advisory Services is looking for an ***Administrative Assistant for the Trading and Finance Departments***. As an integral part of our team, you will be trained in setting up and evaluating client data for the purposes of trading and billing client accounts.

**Job Responsibilities of this position include, but are not limited to:**

- Complete initial set-up and ongoing updates of client data in PortfolioCenter, our client data management software, and Redtail, our client relationship management software (CRM).
- Verify new client account profiles are set up correctly at custodians.
- Work closely with the Planning and Client Services Teams to collect necessary information for Trading Team processes.
- Utilize PortfolioCenter to calculate and process billing for client accounts and submit to custodian for payment.
- Produce various monthly reports for the Finance and Trading departments.
- Complete other projects as assigned.

**Job Qualifications**

- Experience in data management, either through use of a CRM or a client data management program
- Prior experience with PortfolioCenter and/or Redtail preferred
- Proficient in creating and using Excel Spreadsheets and other Microsoft Office software
- Attention to detail and accuracy
- Strong critical thinking and problem-solving skills
- Ability to work independently and as a team
- Basic knowledge of investments and investment accounts
- Associates Degree preferred, or comparable work experience (3 years minimum experience executing these or similar job qualifications)

**About Millennium**

Millennium Advisory Services is a fast-growing, fee-only financial planning and asset management firm located in Richmond, Virginia. Our goal is to provide investment management services and financial planning advice that makes a meaningful difference in the lives of our clients. We offer our services to individuals as well as employees of higher education institutions across multiple states, with a rapidly expanding client base.

We foster a team-oriented, friendly environment for our employees, which provides a firm foundation on which to build lifelong relationships with our clients. We are seeking passionate and client-focused members to join our team. Millennium offers a competitive salary and benefits package.

Please send a cover letter and your resume to Cindy Howell via email at [chowell@mcmva.com](mailto:chowell@mcmva.com).

**EOE M/F/D/V/SO**

---