



JOB DESCRIPTION

JOB DESCRIPTION: Internal Sales / Assistant to VP's

Tritower Financial Group is private Real Estate Investment Company located in downtown Boston, MA. Tritower syndicates direct investment shares in its private real estate transactions to primarily high net worth clients and institutions throughout the country. The candidate will be assisting two Vice-Presidents and their clients with administrative duties. This includes providing clients appropriate paperwork, transfer forms, tax information along with periodic updates. The candidate will also be assisting the Vice Presidents in the marketing process by contacting prospects and networking, to grow Tritower's client base.

Job Summary:

The candidate must be flexible, detailed oriented, highly organized, professional with the ability to multi-task and to work under extreme pressure in a competitive team environment.

Principal Duties:

Screen calls, respond to phone calls and client requests
Maintain client documents
Support Vice Presidents by organizing and maintaining sales process
Prepare, organize and gather marketing material for letters, sales kits or presentations.
Manage periodic mailings to prospects or clients
Prospecting – gather qualified names of wealthy individuals, contact them and gauge their level of interest, make appointments or send marketing material
Coordinate schedule and travel needs of the Vice Presidents
Investor Relations – speak with clients, answer questions and provide timely response to clients
Process sales orders – interact with clients and prepare investment documents
Flexible work hours, when needed
Periodic out of state travel
Comply with Company policies, procedures and compliance rules and regulations
Other tasks as assigned

Physical Demands and Working Conditions:

Must be flexible to work extra hours, when needed
Travel out of state for property visits or client appointments, occasionally

Total Compensation Range:

\$70,000+, annually

Other Compensation:

Bonus potential, Medical/Dental/Disability Insurance paid by employer, professionally managed 401(k) plan with employer contribution.

Job Qualifications:

2-3 Years of Sales Experience Required

Must have excellent written and verbal communication

FINRA Series 7 and Series 63 license preferred or must obtain within 4 months

This job description is intended to describe the general nature and level of the work being performed by employees in the position. It is not intended to be a complete list of all responsibilities, duties, and skills for the position. The Company reserves the right at all times, in its sole discretion, to add or subtract duties and responsibilities, as it deems necessary.