



July 9, 2024

## Job Summary

### Internship

Rosemeyer Management Group, an SEC registered Investment Advisor, has availability for a part-time, (15-35 hours a week) internship position (with possible extension) starting immediately. Responsibilities will include those typical of a paraplanner - working with an experienced financial advisor to serve wealth management clients of the firm and serving as an integral member of the team.

### Responsibilities and Duties

This position will be responsible for learning Rosemeyer Management Group's processes and systems, as well as becoming proficient in the industry-standard software utilized to serve clients. This position will be responsible for preparing for client meetings, updating client information and working to support a senior financial advisor. There will be the opportunity to help improve the systems and marketing efforts and to gain a deeper knowledge on the wealth management industry.

### Qualifications and Skills

- Strong interest in the financial planning and investment field.
- High degree of integrity and motivation, along with a **strong work ethic**.
- Strong analytical individual with a high attention to detail.
- Strong curiosity and an aptitude for learning quickly.
- Self-starter, problem solver and a goal-oriented team player.
- Excellent computer literacy/skills and strong proficiency of MS Office Word, Excel and Outlook programs.
- Excellent communication skills.

### Compensation

This is a paid internship position. Compensation is \$20.00/hour. No fringe benefits will be provided.

### Start Date

This position start date is flexible. Must work in-office (Sterling, IL).

### Application

Please send a cover letter and resume to [regan@rosemeyermg.com](mailto:regan@rosemeyermg.com)

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