

POSITION: OPERATIONS ASSOCIATE

LOCATION: MMI Headquarters, New York City (midtown)

INDUSTRY: Financial Services, Investment Management

TYPE: Full-time associate position with full benefits

COMPANY OVERVIEW: Established in 1997, MMI is the industry association representing financial services firms that provide financial advice and investment advisory solutions to investors. Through conferences, educational resources, and thought leadership, MMI facilitates peer-to-peer connections, fosters industry knowledge and professionalism, and supports the development of the next generation of industry leadership. MMI member firms are dedicated to helping individual and institutional investors, at every level of assets, plan for and fulfill their financial goals. Learn more [here](#).

POSITION SUMMARY: The Operations Associate position at MMI is an opportunity to put your financial management, project management, technology, and analytical skills to work in a dynamic environment. This position supports the firm's financial operations, membership, and leadership development programs. As a key member of MMI's Operations and Administration Team, the person hired will help manage the company's data and create advanced analytical reporting to support the association's strategic business plan. The position will report directly to the FVP, Director of Operations and Administration and will interact with the association's senior management team, peer associates and MMI members.

PRIMARY RESPONSIBILITIES:

- Maintain, provide, and interpret financial reports and information for senior management while recommending further courses of action
- Act as an onsite office manager by coordinating with facilities managers and procuring supplies
- Maintain accurate records within the company's database
- Provide direct support to various MMI programs
- Actively participate in the enhancement of technology infrastructure
- Service members with ongoing inquiries and support
- Outstanding organizational and project management skills
- Strong attention to detail and ability to multi-task in a deadline driven environment
- Ability to travel on a limited basis

PREFERRED EDUCATION & EXPERIENCE:

- Bachelor's degree and 1-2 years' experience in business management
- Financial Services Industry experience preferred
- Skilled in Microsoft Word, PowerPoint, and Excel

COMPENSATION & BENEFITS PACKAGE:

- Compensation package consists of a base salary plus bonus award
- Compensation commensurate with 1-2 years' experience, skill set, and capabilities
- Full benefits package
- Paid vacation & holidays

QUALIFICATIONS:

- Positive attitude and high degree of personal initiative and accountability
- Knowledge of accounting practices and financial management skills
- Excellent verbal and written communication skills
- Ability to work in a highly collaborative, cross-departmental environment

CONTACT

For further inquiries on this position and to submit a resume, please contact jobs@mminst.org

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