

INTERN

Full Circle Financial Group and Full Circle Insurance Solutions Inc are independent but affiliated companies that provide Financial and Insurance services to businesses and individuals in a dynamic, fun, and often fast paced environment. We primarily work in the Hampton Roads area of Virginia but are licensed to provide services to clients in multiple states from California to Florida.

In addition to receiving tailored advice around our client's health and wealth planning, we also welcome and incorporate the other professionals that provide services in their everyday lives. From mortgage, tax, and legal professionals, to their home and car insurance agent, and down to their healthcare provider and pharmacy, we coordinate with them so they look at their lives Full Circle!

POSITION DESCRIPTION

Internships are meant to provide educational opportunities to current students and recent graduates. At Full Circle, time will be invested in our Interns so they not only have a grasp of the basic principles of insurance and investment planning but also will gain an understanding of our industry so they can flourish long term in their career. They will do this in a collaborative and fun environment where information and experiences are shared openly. In exchange, they will provide direct support to the employees of Full Circle Financial Group and Full Circle Insurance Solutions.

As a member of the Client Services Team, the intern's primary responsibility is to serve the needs of the advisors and agents that help foster a positive relationship between the clients and the firm. The ideal candidate will be current College Student pursuing a degree related to financial services or business or recent graduate.

QUALIFICATIONS

The ideal candidate will possess the following:

- College Student or Recent Graduate
- Pleasant and cheerful attitude about helping others
- Strong personal and professional ethics and integrity
- Excellent verbal and written communication skills
- This job operates in a clerical office setting. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.
- This is largely a sedentary role but would require the ability to lift files, open filing cabinets and bend or stand as necessary.
- Work schedule is flexible between the hours of 8:30- 5:00 pm.



**JOB DESCRIPTION
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December 2021**

ESSENTIAL DUTIES

- Provides direct support to our seasoned advisors and client services team
- Take advantage of educational meetings and briefing with advisors and client services team
- Perform assigned tasks promptly and cheerfully
- Assist with coordination of schedules between clients and advisors
- Make outbound proactive client care service calls
- Make copies and other general office functions
- Run office errands as necessary

COMPENSATION & BENEFITS

This part time position has a rate between \$12 - \$15/Hour depending on experience.

NEXT STEPS

Interested Candidates are asked to provide the following to our Human Resources Director via ContactUs@FullCircleFin.com:

- Resume and Cover Letter
- Two Personal or Professional References