

ADMINISTRATIVE SUPPORT INTERN POSITION

FIRM OVERVIEW:

Legend Financial Advisors, Inc.® (Legend) is a Non-Commission, Fee-Only Securities and Exchange Commission registered Investment Advisory Firm with its headquarters located in the North Hills of Pittsburgh, Pennsylvania. Legend provides Wealth Advisory Services including Financial Planning and Investment Management to affluent and wealthy individuals as well as business entities and non-profit organizations.

We are currently seeking college freshmen, sophomores, or juniors with an interest in working in a professional business environment to join our team for an Administrative Support Internship. We will provide qualified individuals with outstanding education and growth opportunities. If you are a high-energy individual with a strong work ethic, excellent team skills and outstanding communication skills, we would like to speak with you.

We offer internships that are paid and are year-round (we do not offer "Summer Only" internships). Positions are part-time during the academic year: a minimum of 15.0 hours worked per week are required. During the Summer, our students work an expanded schedule of hours.

Additional information about our firm can be found on our Website www.legend-financial.com.

Interested candidates should send their resume and completed employment application to:

Celine M. Stanasolovich
Director of Human Resources and Accounting
Legend Financial Advisors, Inc.®
5700 Corporate Drive, Suite 350
Pittsburgh, PA 15237-5829

ADMINISTRATIVE SUPPORT INTERN POSITION DESCRIPTION

NECESSARY SKILLS:

1. Microsoft Word
2. Microsoft Excel
3. Strong communication and grammar skills
4. Excellent typing and word processing skills

ADMINISTRATIVE SUPPORT DUTIES:

1. Proofreading both word and financial documents
2. Become proficient in the use and maintenance of our Protracker database program
3. Assist in expediting all incoming and outgoing mail
4. Assist with reception and telephone responsibilities
5. Assist with conference room set-up and meeting support
6. Process incoming/outgoing Faxes and E-mail
7. Perform any other duties assigned by the employer