CALIFORNIA STATE UNIVERSITY, STANISLAUS
CAREER SERVICES, ADVISING RESOURCE CENTER
One University Circle, Turlock, CA 95382
Phone (209) 667-3661/FAX (209) 664-7032/Email career@csustan.edu

Employment Listing Form

All of the following information will be made available for student review.

Position Type Internship ☐ Part-Time ☑ Full-Time ☐ Summer ☐

Position Title Client Associate

Company Name Merrill Lynch Fiduciary & Special Needs Group

Application Period Open **Start Date** ASAP **No. of Openings** 1

Days/Hours TBD (20+ hours) **Wage/Salary** TBD **Location** Modesto

Job Description

The client associate position consists of a wide range of duties including (but not limited to):
-scheduling client appointments
-producing investment performance reports
-opening new accounts
-seminar/event coordination
-account maintenance requests
- client service requests
-money transfers
-business expense reports
-and more

Qualifications

** Obtaining a bachelor's degree Business Admin/Economics preferred (looking for graduating seniors)
-must have customer service experience
-previous clerical/administrative work experience is a plus
-must know how to use word, excel, outlook, and power point
-professional use of talking to people on the phone
-need to be a multi-tasker
-must be able to work in fast paced environment

How to Apply

Please email or fax resume.

Contact Person Kristie Brown

Mailing Address 801 10th Street, 7th Floor, Suite 1

City Modesto **State** CA **Zip** 95354

Telephone 209-578-2611 **FAX** 209-568-4040

Email kristie.brown@ml.com **Website** www.fa.ml.com/sng

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