



Investment Services Assistant

Novation Investment Services (NIS) is looking for the right person to join our team as an Administrative Assistant supporting the advisors and the Investment Services team with a variety of daily administrative activities.

Location:

Oakdale, MN

Successful candidate must:

- Be professional with excellent attention to detail.
- Have the ability to multi-task and prioritize.
- Enjoy working with people and can create and maintain confidential personal relationships with clients and their families.
- Be a good communicator.
- Work collaboratively in a fast-paced environment and as part of a dynamic team.

Requirements:

- High school diploma, additional post-secondary education is a plus.
- 1–3 years of administrative and customer service experience in a business environment. Experience working within the financial services industry is a benefit.
- Experience and demonstrated knowledge of Microsoft Office (Outlook, Excel, Word primarily) and ACT! or other CRM platforms is also an advantage.

This full-time position will be an employee of Novation Credit Union and will be provided with a competitive hourly salary and an attractive benefit package. Novation Credit Union is a 70-year-old company offering banking services to the employees, retirees, and their families of 3M Company, Solventum, McLeod County, MN and the donors of the Novation Foundation.

Interested and qualified candidates, please send a letter of interest and resume to humanresources@novation.org.