



*We build better lives and brighter futures for our clients, employees and the communities we serve.*

**Title: Investment Operations Specialist**

**Job Description:** LeTort Trust is seeking an individual to serve full-time as an Investment Operations Specialist. LeTort Trust is a private Trust Company, providing comprehensive Qualified Retirement Plan and Wealth Management services, to businesses, institutions and individuals. This position will be part of the trust company operations team supporting both the Personal Trust/Wealth Management and Retirement Plan Services divisions.

The position will require effective utilization of all operating systems. Hands on experience with a trust accounting system such as FIS and Relius is a plus, but not required. The qualified candidate will need an understanding of investments such as mutual funds, stock and bonds.

**Key Responsibilities:** Responsibilities will include the collection and processing of assets and many investment/trust accounting functions. In addition, duties will include income collections, capital changes, managing cash sweeps/transfers, daily system/cash balancing and securities movement/control. This position will also be responsible for assisting with the trading and reinvestment of mutual funds for trust company clients.

**Requirements and Skills:** The candidate should possess the ability to work independently, handle a varied workload, meet stringent deadlines and prioritize their many tasks. Strong data entry skills and the ability to work across multiple data bases and systems are essential to the position. In addition, a degree of confidence interacting with team members, clients and vendors is required of the candidate. To qualify, candidates should possess an accounting, business or finance degree and/or related experience. Experience with word and excel are essential. Qualified candidates should send their resumes to: [HR@letorttrust.com](mailto:HR@letorttrust.com).

LeTort Trust is an industry leader in comprehensive financial management. LeTort Trust professionals employ a collaborative approach to develop full-service wealth plans. It offers investment advisory and managements services to individuals and business owners. LeTort Trust is well known as a qualified plan administrator for employers and services to 401K participants. For further information on LeTort Trust, please visit our website at [www.letorttrust.com](http://www.letorttrust.com).

LeTort Trust is an Equal Opportunity Employer and considers all qualified applicants regardless of race, gender, color, religion, national origin, age, sexual orientation, gender identity, disability, veteran status or other classification protected by law.

**Location:** Camp Hill, PA

**Position Type:** Full-Time



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**Title: Marketing Communications Specialist**

**Job Description:** LeTort Trust is seeking an energetic and motivated Marketing Communications Specialist to join its team in Camp Hill, PA. The primary responsibility for this position is to develop and implement an effective communications strategy to enhance awareness for LeTort Trust's comprehensive financial management services.

The Marketing Communications Specialist will be responsible for media relations and building the brand's voice in the community, client communications, maintaining the company's website, and maintaining the Financial Literacy program. Key responsibilities include:

**Key Responsibilities:**

- Build and maintain all client communications
- Draft and distribute firm press releases
- Website administration
- Financial Literacy program maintenance
- Design and draft engaging promotional collateral
- Maintain social media accounts and identify opportunities to enhance firm brand
- Develop and maintain PowerPoint presentations
- Maintain the Customer Relationship Management System (CRM)
- Develop a comprehensive understanding of the firm and its clients

**Requirements and Skills:**

The position requires a minimum of 3 years' experience in Marketing Communications. Experience with WordPress administration, Microsoft Office Suite, Adobe In-Design and PDF editing is essential.

Excellent writing and editing skills and public speaking and presentation skills are desired. An established network and familiarity with the local community are a plus. Qualified candidates should send their resume to [HR@letorttrust.com](mailto:HR@letorttrust.com).

**Who We Are:**

LeTort Trust is an industry leader in comprehensive financial management. LeTort Trust professionals employ a collaborative approach to develop full-service wealth plans. It offers investment advisory and managements services to individuals and business owners. LeTort Trust is well known as a qualified plan administrator for employers and services to 401K participants. The Marketing Communications Specialist joins a team that is dedicated to the success of clients.

**Location:** Camp Hill, PA

**Type:** Full-Time