



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

Title: Client Concierge

Job Description: LeTort Trust is seeking an energetic and motivated Client Concierge to join its team in Camp Hill, PA. 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.

The Client Concierge will serve as the critical first touch to our clients, whether by talking to them by phone or greeting them in person. Previous experience as a Front Office Manager or Office Administrator would be an advantage. A successful Client Concierge should also have experience with a variety of office software (Microsoft Office/365, email tools, spreadsheets and databases) and be able to accurately handle administrative duties.

Core Responsibilities:

- Cultivate and build relationships with clients
- Coordinate office resources to better manage the client experience
- Provide other administrative support as necessary

Who You Are:

- Strong organizational and time management skills, and ability to prioritize
- Excellent verbal communication and interpersonal skills
- Ability to treat confidential information with appropriate discretion
- Open to collaboration and willing to learn and grow
- Proficiency in Microsoft Office Suite

Ideal candidate will have at least 1-2 years' experience in a business environment. Qualified candidates should send their resumes to: HR@letorttrust.com.

LeTort Trust was formed as an Independent Trust Company to create a highly specialized wealth management firm combining the investment resources of a large firm, with the highly personalized service found in a boutique wealth management company. LeTort Trust has been serving the central PA market since 2002, providing business owners, executives and individuals with a wealth of experience in the retirement plan services, investment management and personal trust industries. For further information on LeTort Trust, please visit our website at 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.