

**Job Title:**

- Jr Case Analyst

**Job Description & Duties:**

The ideal candidate will have strong analytic skills, experience in financial analysis and financial forecasts. Exceptional interpersonal, written and verbal communication skills. Organizational skills are essential as are punctuality, dependability and a pleasant, helpful demeanor. Highly motivated and eager to learn and help streamline processes or procedures.

**The candidate must:**

- Read and analyze the information provided by the client: personal, business, and financial;
- Fill out a summary form, and determine what information is missing from the client, taking into consideration the specific case, the legal counsel strategy, etc. in order to proceed with the business plan writing process;
- Verify and audit information and documentation so it meets all guidelines, confirming accuracy;
- Formulate clarification requests to get better and/or further information required to build a strong business plan;
- Point out weaknesses on the information and suggest options to adopt prompt modifications to ensure a more robust business plan;
- Follow up with client/attorney in reference to any pending information/documentation necessary to complete the business plans;
- Prepare and submit the revenue and financial forecasts for the business, organizational chart, and investment summary;
- Maintain fluid communication to inform team members of changes or specifics of a client's case.

**Requirements:**

- Bilingual (English/Chinese) is a must, Spanish is a plus;
- AS degree in Business Administration or Accounting
- 1 - 2 years of fast paced office experience;
- 1 - 2 years of experience in accounting and or financial analysis;
- Experience with MS Office Suite (Outlook, Word, Excel, PowerPoint, Project, and/or Access). (testing conducted);
- Excellent verbal, interpersonal, and written communication and presentation skills;
- Ability to multi-task in a fast-paced environment in support of client requirements;
- Sound business ethics, including the protection of proprietary, confidential and classified information;
- Team player with the ability to work in a fast-paced environment
- Have physical and mental requirements to meet the above listed job responsibilities

Immediate start, Monday-Friday, 9:00 AM - 5:00 PM, salary commensurate with experience

**Contact:** Send resumes to 4000 Ponce de Leon Blvd. Suite 470, Coral Gables, Fl. 33146. **No Calls.**

**Job Title:**

- Marketing/Sales Assistant

**Job Description & Duties:**

This position will provide support to senior associates and executives. The right candidate will play an essential part in ensuring that the company brand is presented consistently, campaigns are delivered to deadline, and that the company remains visible in the market.

**The candidate must:**

- 
- Gather and analyze information to identify new markets and customers
- Help determine demand for new and existing services
- Compile data to measure the efficacy of existing marketing campaigns and strategies.
- Conduct pricing research and analysis to ensure competitive service pricing.
- Maintain knowledge of trends and developments in the market; identify needs for new products and services and make recommendations to leadership.
- Collaborate in the development of new service offerings
- Collaborate, participate in, and coordinate promotional activities and trade shows
- Negotiate contracts for services needed to execute marketing strategies
- Follow up on sales leads.
- Respond to sales emails, phone calls, and other forms of correspondence
- Maintain prospect and client CRM

**Requirements:**

- Bilingual (English/Spanish) is a must, additional languages are a plus;
- Associate degree in Business Administration or Marketing;
- 1 - 2 years of fast paced office experience;
- Experience with MS Office Suite (Outlook, Word, Excel, PowerPoint, Project, and/or Access). (testing conducted);
- Excellent verbal, interpersonal, and written communication and presentation skills;
- Ability to multi-task in a fast-paced environment in support of client requirements;
- Sound business ethics, including the protection of proprietary, confidential and classified information;
- Team player
- Have physical and mental requirements to meet the above listed job responsibilities.

Immediate start, Monday-Friday, 9:00 AM - 5:30 PM, salary commensurate with experience

**Contact:** Send resumes to 4000 Ponce de Leon Blvd. Suite 470, Coral Gables, Fl. 33146. **No Calls.**