



Talent and Office Manager

About Us!

ARISTA's mission is to lead people to Financial Security by making financial planning decisions easy. This simple concept permeates our culture. We are continually recognized for industry leadership including: Retirement Plan Industry Leader (Wall Street Journal), Leading Retirement Plan Advisor (Plan Sponsor Magazine), Top Financial Advisor (Financial Times), Outstanding Client Service (LPL Financial) and we were featured as the cover story in EBA Magazine.

ARISTA believes that our Culture and Core Values enable us to perform at the highest level. Our Core Values are as follows: **DEVOTED** – Concentrated on a particular pursuit, purpose or cause. **INSPIRATIONAL** – Inspiring action; providing ideas for doing something; making others feel hopeful or encouraged. **ACCOUNTABLE** – Obligated to a specific result. **SERVANT'S HEART** – Serving others joyfully; wanting to serve. **AUTHENTIC** – True; based on facts; accurate or reliable.

It is integral to ARISTA that our culture and values are represented in our strategies and day-to-day interactions with our clients and team members.

Perhaps most importantly, Arista is a GREAT place to work. We have been recognized as a “Best Places to Work” and “Healthiest Employer” by the Atlanta Business Chronicle and as a “Psychologically Healthy Workplace” by the Georgia Psychological Society. The City of Alpharetta has declared Arista a “Business of Excellence.” Furthermore, Arista's employees receive a benefits package that is second to none vetted by a five-person committee scouring the marketplace for the best new ideas and programs designed to assist in their own financial security (the cobbler's kids need shoes, too!). Employees also have access to our on-site fitness facility—strong body, strong mind!

To learn more about, click on the following link to watch our Corporate Video:

<https://www.youtube.com/watch?v=XNnvqQzc4pQ&feature=youtu.be>

About You!

We are a rapidly growing company seeking to add a Talent and Office Manager to our Team! Our ideal candidate has the experience to strategically direct and fulfill our talent and office management needs in order to help ARISTA stay competitive. The ideal candidate will help ARISTA accomplish our mission of leading people to financial security by providing our team members with the tools and resources they need to do their jobs and developing our people to be the best in our industry so they can effectively and efficiently serve our clients.

Position Seats (Accountabilities):

Office Manager: The purpose of our Office Management Seat is to address the office needs of the employees to ensure a productive working environment. This includes, but is not limited to, the planning



for and utilization of the physical facilities, the equipment and furniture within the space and the tools and resources needed for employees to function productively. The seat has the authority to formulate and present office management plans and budgets and upon approval, to press the plan forward inside the budget.

Talent Manager: The purpose of the Talent Management Seat is to maximize the capabilities and performance of our people. This seat consists of the strategies to attract, develop and retain employees as well as the day-to-day activities related to attracting, developing and retaining those employees. This seat has the authority to create processes and procedures to acquire and keep the best talent in our industry. The roles performed in this seat include workforce planning, recruiting, hiring and employee orientation, benefits and compensation, career development, personnel policies and records, safety, and performance management.

Position Requirements:

In order to effectively perform as an Office Manager at ARISTA, our ideal candidate will have the following skills: advanced decision making, logical thinking, multi-tasking, problem solving, effective written and verbal communicator, detail-oriented, ability to manage projects and be friendly and professional.

Our ideal candidate to fill the Talent manager role should be an effective communicator, possess excellent judgement, be sensible and ethical, have great negotiation skills and possess strong multi-tasking abilities. Additionally, speaking in front of a crowd with confidence, having great presentation skills, being empathetic and a great listener will help to ensure success at ARISTA.

Education Requirements and Experience:

- Bachelor's Degree in Management or Human Resources Management
- 4-6 years of Office and Talent Management experience working for a small to mid-size company

We offer the following benefits:

- Competitive Compensation, Paid Time Off and Holidays
- Core Benefits including Medical, Dental, Life, LTD, STD, Vision and Retirement
- Frequent company and team activities
- Healthy snacks and beverages
- Located right near North Point Mall

Come join our Team!

Interested Candidates should contact Vita Koval at vkoval@aristafg.com