

OFFICE COORDINATOR

FULL-TIME • LOBBY • NASHVILLE, TN

WHO WE ARE

Truxton is a premier provider of wealth, family office, and banking services for wealthy individuals, their families, and their business interests. Serving clients across the world, Truxton's vastly experienced team of professionals provides customized solutions to its clients' complex financial needs. Founded in 2004 in Nashville, Tennessee, Truxton upholds its original guiding principle: do the right thing. Truxton Trust Company is a subsidiary of financial holding company, Truxton Corporation (OTCPK: TRUX).

MISSION STATEMENT

To do the right thing every day, putting our clients' interests first, with distinctive, comprehensive financial solutions that protect and promote client prosperity and quality of life.

WHAT WE OFFER

- 401k + company match
- Medical, life, dental, vision insurance
- Paid federal holidays and vacation
- Employee assistance program (EAP)
- Support towards continued learning and industry certifications

WHY YOU SHOULD WORK HERE

- Truxton is a highly profitable and growing company that has been recognized by American Banker as the 9th best community bank (top-ranking TN bank) based on 3-year ROAE
- Opportunities to grow your expertise, take on new challenges, and gain exposure to a wide range of sophisticated work
- Because we are a smaller company, you will have the opportunity to chart your own course and contribute to initiatives that go beyond your job title
- Opportunities for incentive bonuses through new business referral

CONTACT

- careers@truxtontrust.com
- 615-515-1700
- 20 Burton Hills Blvd, Suite 200
Nashville, TN 37215

APPLY NOW

THE ROLE

At Truxton, the Lobby is the front porch of our business. The Office Coordinator position serves as the face of our exceptional client service and reflects the values of the company. We are looking for candidates that have a passion for delivering superior client experiences, building relationships, and providing attentive service to anyone who enters the workplace.

WHAT YOU WILL BE DOING

- Serving as the front desk receptionist, warmly welcoming clients and guests, and directing them to the appropriate areas or personnel
- Answering client questions with confidence and owning client issues via phone and email
- Responding promptly and courteously to a wide variety of client requests, accurately assessing their needs and providing assistance or directing them to the appropriate person
- Managing and redirecting incoming calls to Truxton colleagues
- Notifying Truxton colleagues when guests arrive at the office
- Scheduling conference rooms and coordinating logistics for meetings, ensuring smooth operations
- Coordinating meals and beverages for onsite meetings or events as necessary, ensuring client satisfaction
- Managing in-house mail services, including sorting and delivering incoming and outgoing mail promptly and accurately
- Assisting clients with safe deposit boxes and signature cards
- Performing additional administrative duties as assigned by supervisor, contributing to the efficient functioning of the office environment

WHAT WE ARE LOOKING FOR

Attributes and Abilities

- Client service-oriented, displaying positivity and emotional intelligence
- Flexible and able to seamlessly adapt to any situation or client interaction
- Problem solver, able to both diagnose challenges and solve them efficiently
- Clear communicator, able to speak knowledgeably about Truxton services
- Detail-oriented, organized, and able to handle multiple tasks in a timely fashion

Experience and Skills

- 1-2 years of working knowledge and experience in the finance industry
- OR experience in an corporate environment with transferable customer service skills
- You are proficient with Microsoft Office (Outlook, Teams, Word, Excel)

Education and Designations

- Bachelor's Degree preferred
- OR significant coursework and demonstrated interest in business or finance