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# Hiring Branch Office Administrator Trainee

JULY 13TH 2017 BY DEE LOFLIN

## Hiring Branch Office Administrator Trainee

Dexter, Missouri - Edward Jones is a financial services firm focused on meeting the needs of individual investors.

Our Dexter, Missouri branch office has an opening for an entry-level administrative assistant.

Excellent organization, communication skills, and the ability to work independently are required to perform administrative, marketing, and client service responsibilities.

They offer competitive benefits and a comprehensive on-line training program.

To be considered for this position, apply online at [www.edwardjones.com/careers](http://www.edwardjones.com/careers) **position #20817**.

Equal Opportunity Employer

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