

Job Title: Receptionist**Location:** Hunt Valley, MD**Job Type:** Full-Time**Company:** Marshall Financial Group

Job Overview

The Receptionist is the first point of contact for our clients and guests, both in person and over the phone. This role is responsible for creating a welcoming environment, managing incoming communications, and supporting the administrative needs of the firm. The ideal candidate will be detail-oriented, client-focused, and able to manage multiple priorities in a professional office setting.

Key Responsibilities

- **Client Interaction**
 - Greet clients and visitors, ensuring a positive and professional first impression.
 - Answer and direct phone calls promptly and courteously.
 - Manage incoming and outgoing mail and packages.
 - **Administrative Support**
 - Handle check deposits and related logging/recordkeeping.
 - Support scheduling and coordination of client meetings as needed.
 - Assist with document preparation, scanning, filing, and digital record management.
 - Maintain reception area and conference rooms in a professional and organized manner.
 - **Team Support**
 - Provide administrative assistance to advisors and staff as requested.
 - Support office operations, including supply management and vendor coordination.
 - Assist with special projects and firm events as needed.
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Desired Skills and Experience

- Prior experience in a professional office environment, preferably in financial services.
 - Strong interpersonal and communication skills; professional phone and in-person presence.
 - High attention to detail, reliability, and organizational skills.
 - Proficiency with Microsoft Office (Outlook, Word, Excel) and comfort learning new systems.
 - Ability to handle confidential information with discretion.
 - Positive attitude, client-first mindset, and willingness to support a collaborative team environment.
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Why Join Us?

Marshall Financial Group offers a unique opportunity to join a growing firm that values integrity, collaboration, and client-focused service. With a strong emphasis on professional growth, work-life balance, and a supportive culture, team members enjoy meaningful work, autonomy, and the ability to make a real impact. The firm's deep client relationships, ethical foundation, and long-standing reputation make it an ideal place for professionals who are passionate about helping others while growing their own careers.

How to Apply

Please submit your resume to careers@marshallfinancialgroup.com. We look forward to hearing from you!