



29 Brook Street • PO Box 71 • Lakeville, CT 06039

National Regulatory Services (NRS) Administrative Associate, Education

- **Basic Job Function:**

Reporting to the NRS Education Director and the Senior Associate, the Associate is an integral member of a small Education team that plans and executes online and onsite compliance education events for investment adviser, broker-dealer and investment company compliance professionals as well as a certification program for investment adviser compliance professionals. Functioning within a deadline-driven environment, the Associate is responsible for administrative and client services functions within the department including internal and external communications, event registration, records management and travel/meeting planning. The Associate also supports the department's online and in-person seminars from pre-event planning and marketing through production and post-production analysis, traveling as necessary.

- **Accountabilities/Key Responsibilities**

- 1) Communications and customer service: Respond to event and program inquiries and communicate with clients, instructors, vendors and internal departments
- 2) Registration: Process event and program registrations, and maintain records for attendees and program candidates with high degree of accuracy
- 3) Support online and in-person education events including material preparation, marketing and website monitoring, hosting delivery, and post-event follow-up and analysis.
- 4) Assist Director and Conference Director with meeting planning for onsite programs including venue selection, travel arrangements, material production, shipping, and assisting onsite, traveling as necessary
- 5) Interact with other departments - especially sales, marketing, consulting and accounting - to achieve organization's goals
- 6) Provide department support, as necessary, to accomplish department and organization mission and budget goals

(continued)

- **Qualifications**

- **Essential:**

- A Bachelor's Degree or equivalent job experience with excellent performance in recent position
 - Experience in office administration including outstanding customer service and attention to detail
 - Computer literate with working knowledge of MS Office Suite or similar tools/software applications
 - Ability to work independently in a deadline-driven environment
 - Proven teamwork experience with strong interpersonal and written communications skills
 - Discretion and confidentiality
 - Willingness to travel (ground and/or air), as needed

- **Desired:**

- Post-secondary education
 - Meeting planning knowledge and skills
 - Experience in financial securities firm and/or compliance
 - Project management experience

Owned by RELX, National Regulatory Service (NRS) is part of Accuity, and is a leading provider of compliance information, technology and education to the securities, brokerage, banking and insurance markets. RBI/NRS/Accuity offers an excellent compensation and benefits package.

Click to submit your résumé and cover letter to apply:

<https://reedelsevier.taleo.net/careersection/13/jobdetail.ftl?lang=en&job=ACC0009D>

For more information call 860.435.0200.

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