

Finance

INFORMATION GROUP

OVERVIEW

Finance Information Group provides perspective and information on M&A, financing, and corporate strategy through educational conferences, transaction databases, books, and unique financial publications including [TelecomFinance](#), [Transaction Advisors](#), and [SatelliteFinance](#).

POSITION DESCRIPTION

The part-time **Client Relationship Database Manager** will support database maintenance, new contact research, list generation, and other administrative efforts.

This person will play a critical role in the expansion of this innovative financial information firm.

KNOWLEDGE AND SKILLS

- Exceptional attention to detail
- Self-motivated; adept and responsive to quick turnarounds and deadlines
- Ability to make judgments of suitability
- Excellent verbal and written communication skills
- Positive and enthusiastic attitude; show creativity in problem solving
- Proficiency in various Office Suite applications (primarily Excel)

ADDITIONAL INFORMATION

This position is 25 hours per week (\$15/per hour). Location and work schedule are flexible.

Please send inquiries to info@TransactionAdvisors.com.