

Administrative Assistant - Generalist

LoCorr Opportunity

Octavus Group, LLC, founded in 2003, is the parent company of LoCorr Distributors, LLC, a broker-dealer registered with FINRA and NFA, and LoCorr Fund Management, LLC, an investment manager registered with the SEC and CFTC. LoCorr manages and distributes alternative investments through a national network of financial institutions. The firm currently offers seven mutual funds and manages more than \$3 billion in assets.

Role Description

We are seeking a motivated, meticulous Administrative Assistant to support senior leadership within a dynamic alternative investment firm. This is an excellent opportunity for an early-career professional to gain exposure to senior executives and the investment industry. The ideal candidate is highly organized, eager to learn, and able to manage multiple tasks in a fast-paced, professional environment.

What's in it for you?

- Direct exposure to senior leadership and investment professionals
- Opportunity for growth
- Collaborative and high-performance environment
- Competitive compensation and benefits

Key Responsibilities

Daily interaction with the management, marketing, and sales teams. Help organize internal and external meetings, including planning and materials preparation. Provide administrative support such as document formatting, electronic filing, and data entry. Serve as a professional point of contact for general inquiries. Assist in preparing sales and management reports. Support team projects and firm initiatives on an ad hoc basis. Maintain accurate records, contact lists, and databases. Provide general office support, including event coordination and vendor interaction. Contribute to a collaborative and organized office environment.

Qualifications

- 2–3 years of administrative or professional experience
- Strong organizational skills with high attention to detail
- Excellent verbal and written communication skills
- Proficiency in Microsoft Office (Outlook, Word, Excel, PowerPoint)

- Cheerful outlook, willing to learn and take on new tasks.
- Initiative-taker with ability to multi-task several priorities at once
- Ability to multitask, prioritize, and meet deadlines.
- Interest in the investment industry

Key Attributes

- Eagerness to learn: Demonstrates curiosity and a willingness to grow
- Reliability: Follows through on tasks and commitments
- Attention to detail: Produces accurate and organized work
- Time management: Oversees multiple assignments effectively
- Professionalism: Maintains a positive and polished demeanor

Benefits Offered

- 401(k)
- 401(k) Matching
- Paid Time Off
- Parental Leave
- Health Insurance
- Dental Insurance
- Vision Insurance
- Healthcare spending or reimbursement accounts such as HSAs or FSAs
- Retirement Benefits or Accounts
- Flexible Spending Account

Job Type: Full-time

Work Location: Excelsior, MN (On-site)

Experience: 2–3 years of administrative or professional experience (Preferred)