Northwestern Mutual – The Nemec Financial Group
Recruiting Intern
Fall Semester, Spring Semester, Summer

Company Description

- "World's Most Admired" company in its industry for 24 years (Fortune Magazine 2010)
- Fifth largest independent broker-dealer" (Financial Planning Magazine, June 2006)
- “Top 10 Internship in America” – Vault 2011 (14 consecutive years)
- UNSURPASSED FINANCIAL STRENGTH RATINGS - Four major financial ratings services, 2010 (Moody's Aaa; Standard & Poor's AA+; Fitch Ratings AAA; and A.M. Best Company A++)
- One of Bloomberg's top 10 organizations to launch a career with.

The Northwestern Mutual Financial Network provides expert guidance and innovative solutions for the planning needs of individuals and businesses in the areas of financial protection, capital accumulation, estate preservation and distribution, retirement planning, insurance and investment services, business planning, education funding, and employee benefits. We strive to understand clients' goals and visions in order to develop financial solutions that put them on a path to success.

WEBSITE URL
www.nemecfinancial.com

Internship Description

The Nemec Financial Group located in New York, NY is one of the leading offices of Northwestern Mutual Financial Network. The Recruiting Department of the Nemec Financial Group is committed to recruiting and selecting high caliber candidates for the position of Financial Representatives and we are looking to expand our operations.

The Recruiting Intern is a part-time position that requires a dynamic individual who possesses strong organizational skills as well as people skills.

Duties and Responsibilities

- Assist Recruiters with pre-screens and resume database pulling
- Help facilitate candidate selection process
- Assist Internship Director with Internship Program
- Confirm appointments for Recruiting Department
- Daily enter candidates into One Facility
- Send rejection/follow-up letters
- Send mass e-mails/e-mails when necessary
- Maintain inventory/supply of office materials
- Organize Recruiting Packets
- Maintain updates and accuracy of The Network Connection
- Maintain all file/case preparation
- Phone for Internet recruiting to pre-qualify candidates
- Schedule a minimum of 5 Career Changer Internet meetings a week for Director of Recruiting
- Schedule a minimum of 5 College Campus Internet meetings a week for Internship Director
- Sit in on prospective campus/career changer candidate interviews
- Aid in administrative tasks as needed
**Hours and Pay**
The Recruiting Internship is a for credit internship that will require a dedication of 15-20 hours a week.

**Qualifications**

**Technical Skills**  
- Experience with web-based searches  
- Knowledge of Microsoft Word, Excel, and PowerPoint

**Performance Skills**  
- Excellent interpersonal skills, including phoning skills  
- Strong amount of drive, desire, and ambition  
- Creative, energetic, and enthusiastic  
- Ability to work with proper direction  
- Highly organized

Upper classmen (ie. juniors and seniors) are strongly preferred.

**Location**
Midtown East

**Application Instructions**
Interested applicants can send their resumes to Ms. Kristina Marsella, Recruiter for Northwestern Mutual – The Nemec Financial Group. She can be reached via e-mail at kristina.marsella@nmfn.com.