<u>Associate Job Description</u>

We are seeking an Associate to join our organization

Position Overview

The role of the associate is to provide administrative support to the financial advisors and direct all aspects of their business. A successful associate will be able to manage multiple projects at one time, work with little direction, have a solid understanding of the financial planning process, and work well with clients.

Initial Key Ares of Responsibilities:

- Prepare and compose client correspondence
- Organize and maintain files and records, both hard copy and electronic
- Answer incoming calls, taking and relaying message and responding to routine matters
- Complete quarterly mailings to all clients as well as periodic marketing mailings and presentations
- Administer client accounts; opening, updating and maintaining client data
- Receive and process deposits to client accounts
- Set up/maintain client equity and employee benefit accounts and insurance applications

Key Qualifications

The ideal candidate would hold a Series 7 or would be able to pass the exam within 90 days after hiring. The ideal candidate would also hold a degree in finance, accounting or similar. Additionally, the candidate would have experience in financial management administration.

Preferred skills:

Applicants must have expertise in Microsoft Office and online programs and have the ability to learn new software quickly. The applicant will be an excellent communicator, work well in a fast paced environment, be meticulously organized, and have the ability to work individually and in a team environment.

Benefits:

- Competitive salary
- Company subsidized health, dental and vision insurance
- 401k plan
- Educational reimbursement (continued education, conference attendance, etc.)
- Paid licensing dues