Financial Advisor

**POSITION OVERVIEW**

Part of a multi-generational team with a passion for helping clients achieve financial security; the kind that comes from knowing that clients have a comprehensive plan tailored specifically to them and their families. Candidates must take the time to understand clients’ families, occupations, and recreational details, in addition to their investment needs and the financial aspirations they hold for themselves and their family.

**POSITION DESCRIPTION**

**1. Ensure consistent delivery of high-quality service to set the client on track to live the lifestyle they desire today and for future generations.**

* Respond to team members about meetings and investment solutions when needed
* Create customized plans for clients with tangible recommendations for meeting even their most challenging goals
* Help clients develop strategies for retirement, no matter their life stage
* Work to actively meet with clients face-to-face for meetings or social events
* Finalize Plans and update when necessary
* Present Articles of Interest to clients as discovered.
* Effectively manage day to day client needs
  + Meetings face-to-face, phone, or virtually
  + Ensure that the Associate Advisor is aware of the tasks and information for upcoming meetings with clients
  + Review portfolios and make recommendations accordingly
  + Implement trades as appropriate
  + Prepare for, implement, and follow up review meetings
  + Initiate and complete call rotations
* Maintain comprehensive pro-active communication using a contact management system with clients and prospects
  + Build and establish trust and rapport with these clients through continued, professional contact
  + Learn as much as you can to develop relationships with the clients and their family members by leveraging the other advisors on the team

## **2. Maintain a high standard of compliance in all aspects of the business.**

* Follow the team’s code of conduct
* Make notes on clients in the interactions tab for other team members and compliance
* Review KYC rules
* Stay up to date on new industry and firm requirements

## **3.** **Achieve business goals.**

* Help lead the team with Business Planning and annual goals
* Conduct quarterly strategic meetings with all team members
* Have Annual reviews and assessment of personnel
* Handle personnel issues - HR Sensitive
* Work with the Agenda Moderator to manage weekly team meetings to cover all aspects of the past and coming week
* Examine best practices to understand how to change as the industry changes

**POSITION REQUIREMENTS**

Specific Requirements:

* Appropriate licensing requirements
* 10 + years of financial services experience
* Knowledgeable in Asset Allocation and Portfolio Risk Management
* Experienced with general investment products (stocks, bonds, mutual funds, etc.)
* Excellent in relationships with clients and team members

General Requirements:

* Enthusiastic, motivated, committed, and a team player
* Reliable and professional
* Personable and able to form good rapport with others
* Excellent oral, written, and personal communication skills
* Organized with good project management skills
* Able to work well in a dynamic, fast-paced environment
* Thrives with increased work responsibilities
* Interpersonal skills to develop and maintain good relationships with FA’s, Sales Assistants, Clients, COI’s, and Strategic Partners