Client Service Associate

We are a top financial advisory franchise with one of the largest independent broker-dealers in the country and offer opportunity to grow. This exciting role supports the tenured financial advisor and manages the office operations in our fast-paced, successful financial planning practice. We are leaders in our field with a unique, personalized approach to financial planning that focuses on helping clients achieve their long-term goals.
We are located in Roseville, CA, serving clients throughout the Sacramento metro area and other states.

Key Roles and Responsibilities:

- Client services and relationship deepening
- Appointment and workflow management
- Financial plan and product fulfillment
- Operations and practice management
- Issue resolution
- Coordination with all stakeholders
- Office administration
- Compliance management
- Marketing coordination

Behavioral Characteristics:

- Attention to details and accuracy
- Extremely high sense of integrity and compliance
- Effective interpersonal and communication skills
- Commitment to serve clients and provide “Wow” experiences
- Uses systematic methods to accomplish more in less time without compromising quality
- Excellent problem solving and issue resolution skills
- Consistently document, follow, develop and improve systems, processes, procedures
- Bring tasks and projects to closure, facilitate and coordinate with multiple parties
- Effectively organize and prioritize data, tasks, projects, and relationships
- Comfortable visualizing and imagining end-results, dealing with intangibles and virtual relationships
- Achieves maximum time effectiveness, consistently meets all deadlines
- Gets along with everyone without melodrama or factions
- Effectively modifies behavior to achieve motivation and results
- Uses common sense thinking and maximizes time
- Excels in self-direction and self-pacing
- Desire to work in a small, close-knit team environment
- Have a “nothing-beneath-me” and “can-do” attitude

Preferred Qualifications:

- At least associate or bachelor college degree
- Office management and administration experience
- At least 1 year of financial services industry experience
- FINRA Series 7 and 66 licenses, and state life, accident and health insurance license or willingness to get licensed in the future

Salary - $40,000 - $55,000
Bonus available based on employee and business performance
Benefits – medical and dental available, retirement plan
Training available

If interested, please submit your resume with a cover letter to vterpe001@gmail.com.