JOB DESCRIPTION

Wealth Advisor

Description - The Wealth Advisor is responsible for advising clients on financial related issues, developing recommendations for asset management and assisting in the active management of clients' marketable securities portfolios, financial planning responsibility for the firm's small to mid-size clients, as well having the ability to build an excellent business while allowing the Senior Wealth Advisor to focus on the more complex client situations.

Responsibilities & Activities:

- Possess in-depth knowledge of a full-range of investments and insurance vehicles
- Services and delivers financial planning to the firm's small to mid-size clients
- Provide annual reviews/quarterly review to the firm's small to mid-size clients
- Develops, services, and delivers financial planning to his or her own list of clients
- Provide annual reviews/quarterly review to his or her own list of clients
- Assists in research
- Follows up on firm-generated leads
- Assists the Senior Wealth Advisor as requested
- Develops and maintains written systems of all activities
- Writes down 6 Most Important and prioritizes them each day before leaving office

Knowledge, Skills & Abilities:

- Requires:
  - Excellent knowledge of the securities industry's rules & regulations
  - Ability to handle multiple tasks and operate in tight deadlines
  - Excellent attitude and an extraordinary client service orientation
  - A genuine interest in serving and caring for other people
  - Excellent organizational and time management skills
  - Extreme attention to detail
  - Excellent interpersonal skills
  - A burning desire to succeed
  - FINRA Series 7, 63, 65
  - CFP Certification