



HILL INVESTMENT GROUP

Take the long view

Hill Investment Group *Client Service Associate*

The company

At Hill Investment Group, we are relentless improvers with a service mindset, using our unique abilities to delight and to serve clients and colleagues.

The position

The client service associate's primary role is to support the Director of Client Service, including assisting with maintenance of client accounts and preparing for client review meetings. We seek a candidate with strong interpersonal skills and a desire to make a positive impact on our clients' lives. The associate may eventually participate in client meetings, but not initially in an advice or decision-making capacity.

Who should apply?

A curious learner who takes ownership and prioritizes personal and professional growth.

Location

St. Louis, MO.

Duties and Responsibilities

- Support Director of Client Service
- Deliver anticipatory client service and regularly communicate with clients
- Become an expert in systems that support the HIG platform (Orion, TRX, Highrise, InStream, Mindjet)
- Prepare documentation for client meetings and meeting follow-up
- Help manage client cash and rebalancing
- Prepare quarterly reports with client service team
- Build a collaborative relationship with service providers
- Assist on administrative and operational issues

Qualifications

Strong understanding of an evidence-based investment approach is essential. HIG will support you in earning your CFP designation (expected within 3 years of start date), and support your learning through conferences and other opportunities.

Compensation & Benefits

Competitive Base Salary, Generous benefits

Annual bonus potential based on performance

Reporting to Director of Client Services

Full Time starting Summer 2018

Email your resume and statement of interest to office@hillinvestmentgroup.com
