

DESCRIPTION

- In collaboration with a Senior Advisor, lead client relationships in terms of day-to-day communication.
 Work with clients to develop, implement, and maintain a comprehensive financial plan and investment strategy.
- Lead the implementation of planning decisions, ensure operational and administrative tasks are completed, and execute investment recommendations.
- Proactive and consistent communication with clients, regular meetings to perform planning and investment reviews. Document meetings, calls, and tasks in the firm's CRM.
- Manage and maintain financial planning software, CRM, and investment management software.

QUALIFICATIONS

- · Bachelor's degree
- 2-5 years experience of client-facing financial planning experience
- CFP or CFA designation highly preferred, consideration given if you are working towards one of the designations
- Proficiency in financial planning software, CRM, and investment management systems
- Excellent communication skills, and ability to convey financial and planning knowledge to clients
- Trustworthy, accountable, passion for customer service, strategic thinker, organized, ability to balance multiple responsibilities

Contact