**Operations Associate**

Description:

Operations Associates are an integral part of Texas Legacy Wealth Management.  We are currently seeking a motivated individual with prior experience to join our team in this capacity.  A successful candidate will display a high degree of professionalism, have strong interpersonal skills, and demonstrate excellent attention to detail.  This person will contribute in all aspects of client service and operations.  A successful operations associate candidate should demonstrate an excellent understanding of the financial services industry.

We compensate all Operations Associates with a competitive salary. We also offer a 100% Employer paid Employee Health Insurance Plan and a Company Matched 401k Profit Sharing Plan. Full Detail of other benefits offered at Texas Legacy Wealth Management is available upon request.

If you want to be recognized for your ability to deliver efficient, professional service to wealth management clients, please email your resume to [liza@texaslegacywealth.com](mailto:liza@texaslegacywealth.com)

 Responsibilities & Activities:

Provide exceptional customer service to our clients

Become one of TLWM’s operational experts

Coordinate and take ownership of operational requests

Develop and suggest process improvements to increase firm efficiency

Knowledge, Skills & Abilities:

Excellent interpersonal skills

Exceptional attention to detail

Excellent attitude and an extraordinary client service orientation

A genuine interest in serving and caring for other people

Excellent organizational and time management skills

A burning desire to succeed

An ability to handle multiple tasks

Non securities licensed welcomed

2 year minimum experience in the advisory and/or brokerage financial service industry specifically servicing retail clients in an operations capacity.

No college degree requirements