MESSICK PEACOCK & ASSOCIATES

Associate Wealth Advisor

Ideal Candidate

Experience in wealth management and financial advisory services with a passion for serving clients and a talent to support lead advisors

General Requirements

- Understand and support the firm's vision, mission and strategy
- Serves as an important part of the relationship team for firm clients
- Collaborate with lead advisors to develop presentations and perform analysis
- Develop competency in the firm's processes, technology and approach to relationship management
- Complete service tasks to support lead advisors in the overall end-to-end client journey
- Provide prompt and accurate client service
- A go-to team player who has good interpersonal skills and a positive attitude
- Ability to handle changing priorities and fast paced environment
- Well organized and detail oriented
- Excellent written and verbal communication skills
- Ability to balance accuracy with appropriate sense of urgency
- Proven ability to thrive in a dynamic environment
- Ability to establish effective relationships
- A passion for delivering an exceptional client and employee experience
- Adhere to company policies and industry regulations
- Perform additional duties as assigned by manager
- Complete on-the-job training with existing team members
- Participate in weekly Operations committee meeting; participate in weekly 1x1 meeting with COO; provide feedback on areas of improvement and contribute ideas to continuously improve
- Must obtain the SIE, Series 7 and 66 Licensing within 6 months of start date, if applicable

Desired Experience

- Experience providing support to financial advisors, including preparation of reports and other materials for client meetings
- Experience with wealth management and advisory services and ability to execute on instructions from lead advisors and other senior team members
- Ability to organize and manage client information and paperwork with strength of translating client goals into tasks and action items
- Ability to effectively participate in client meetings, take excellent notes, engage in client communications and assist with the new client on-boarding process
- Ability to work well as part of a client service team, including effectively engaging with lead advisors and operations to ensure exceptional results

Desired Education

- College Degree
- Series 7 and 66 Licensing preferred
- CFP designation preferred

Specific Duties

- Prepare financial plan by collecting client's balance sheet items and lifestyle inputs
- Prepare portfolio performance review
- Participate in client meetings and write down case notes. Ensure all follow up items are assigned as tasks to the team via the case note process.
- Follow up with clients on ad hoc requests
- Coordinate with clients to fill out client profile information and to complete various requests
- Complete ad hoc spreadsheet analysis for different financial planning topics
- Present/assist in presenting performance reports, investment ideas and financial planning ideas and reports
- Track performance of model portfolios, research funds/stocks, and create client repots
- Facilitate rollover and other asset transfer calls
- Understand the general process for placing trades and the resulting impact

Traits of an Ideal Associate Wealth Advisor

- Lead yourself exceptionally well
- Follow through and be consistent
- Lighten the Lead Advisor's load
- Be willing to go above and beyond
- Think about the bigger picture
- Think within a broad context about how your decisions will impact the entire organization
- Invest in relationship chemistry and take steps to build trust
- Be prepared every time
- Know when to push and when to back off
- Be better tomorrow than you are today
- Be someone team members can count on to deliver exceptional results every day
- Listen, be present
- Focus on quality notes and task follow through
- Details are important: names, spelling, accuracy, follow through
- Take initiative
- Willingness to jump in and figure stuff out
- Don't just go through the process—think critically about the situation
- Raise your hand and ask for help if you need it