

Per Stirling Job Description

Financial Services: Operations Specialist

Location: Austin, Texas Hours: 8:00-4:30 Monday - Friday

Salary Range: \$55,000 - \$75,000 based on relevant experience

Requisites:

The position requires a well-organized professional with a **minimum three years of experience as an operations/advisor assistant in a Registered Investment Advisory or Broker-Dealer firm. Current securities licenses are absolutely required (Series 7 and 65)**, a CFP designation is preferred and experience with Fidelity & EMoney is preferable. The ideal candidate must be at an intermediate level with Excel.

Candidates must have exceptional client service abilities and past trading experience. Critical thinking capabilities and a strong initiative, along with effective written and verbal communication skills, are a must. Candidates must be detail-oriented, calm under pressure, and efficient in both team and individual environments.

Primary Responsibilities:

This team member will be assisting a partner advisor in building quality, one-on-one relationships with their clients and assisting the advisor in managing the client's financial planning and model portfolio management.

The Operations Specialist will also perform transactional duties in an effort to assist the advisor, including:

- On-boarding clients (generating initial paperwork, follow-up and progress monitoring)
- Assist with large scale Model Trading
- Assist with generating Financial Plans for clients
- Processing deposits and other client servicing forms
- Preparing reports for client meetings, attending Client meetings and performing follow up services
- Maintaining the advisor's CRM system
- Providing assistance in marketing initiatives and client events
- Performing all basic office tasks including drafting correspondence and interacting with clients
- Providing support to Directors and Advisors on special projects.
- Appointment setting & scheduling

As part of the Operations team, this individual must be flexible, self-motivated, and very quality-driven.

It is an opportunity to work for a rapidly-expanding company that was just selected for the Investment News Best Places to Work award for 2019, nominated for the third year by the Austin Business Journal as one of the best places in Austin to work and was

winner of the 2018 Ethics in Business and Community Award. It is a fun, collegial environment with significant opportunities for advancement.

Application Instructions

Resumes will not be accepted without a cover letter that states why you would be a good fit for this position and the compensation range you wish to discuss. Also, in your cover letter, please describe your three most defining characteristics or attributes. This exercise is meant to show us your writing skills and ability to follow directions, as well as to help us get to know you. Note that you must follow these exact instructions, or your resume will be rejected. Thank you.

Serious and qualified inquiries only

Job Type: Full-time

Pay: \$55,000.00 - \$75,000.00 per year

COVID-19 considerations:

In response to COVID-19, the team is working from remote locations, but plan to return to the offices at some point in early 2021.

Job Type: Full-time

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COVID-19 considerations:

*Due to COVID-19 related procedures we are working remotely, but plan to return to the offices at some point in early 2021.