Per Stirling Capital Management is an S.E.C.-registered investment advisory firm specializing in holistic financial planning, investment *portfolio management*, and other comprehensive *wealth management* services that are as unique and varied as are its clients.

We are a rapidly expanding company that was selected for the Investment News Best Places to Work award, winner for the fifth year by the Austin Business Journal as one of the best places in Austin to work and winner of the 2018 Ethics in Business and Community Award. We have a fun, collegial environment with significant opportunities for advancement.

What We Are Looking For

We are looking for an Operations Specialist who can hit the ground running to assist our advisors in building quality, one-on-one relationships with their clients.

The ideal candidate will have:

- A minimum 3 years of experience as an operations/advisor assistant in a Registered Investment Advisory or Broker-Dealer firm.
- Current securities licenses are preferred (Series 7 and 65).
- A CFP designation and experience with Fidelity & EMoney is preferred.
- High school diploma or equivalent required
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Must have exceptional client service abilities.
- Critical thinking capabilities and a strong initiative.
- Excellent written and verbal communication skills.
- Must have high emotional intelligence, be calm under pressure, and efficient in both team and individual environments.
- Proficiency in the following software systems preferred: Fidelity Wealthscape, e-Money, Schedule Once, WealthboxCRM, Orion, Google Suite, MS Office Applications, PDF Documents, Laserfiche.

Duties to be performed:

- Assist advisors in building quality, one-on-one relationships with their clients.
- Perform accurate transactional duties to include: processing client paperwork to establish new client relationships, new accounts, account transfers, obtain required signatures, coordinate with custodians to setup and maintain client accounts, Form CRS, and all other client forms.
- Prep client meetings.
- Prepare client reports.
- Customer service. Answer incoming phone calls, emails, and other correspondence. Assist clients with various items including but not limited to

deposits, withdrawals, required minimum distributions (RMD), other cashiering requests, e-Money password resets, updating client login credentials.

- Licensing renewals. Assist Advisors with insurance and advisor licensing renewals. Request licensing renewal forms, complete paperwork, present to Advisors for review and signature and submit for approval. Follow-up with state licensing agencies.

We Offer:

- Medical
- Dental
- Vision
- Life
- Short Term Disability
- 15 PTO Days
- 9 Paid Holidays
- 401(k) matching
- Tuition Reimbursement
- Professional Development

To Apply:

Applicants must submit a cover letter with their resume stating why you would be a good fit for this position and the compensation range you wish to discuss. Please describe your 3 most defining characteristics or attributes in the letter.