Job Title: Financial Client Service Associate
Location: Newport Beach, CA
Employment Type: Full-Time, In-Office (Potential Option for Hybrid)
Salary Range: 80K-140K

Position Summary: The Financial Client Service Associate is responsible for overseeing investment operations, including administration and client service. As a key member of the investment team, this role builds trusted relationships with clients and leads with a client-first mindset, requiring strong interpersonal skills to deliver an exceptional client experience. The ideal candidate has extensive experience in private wealth management, demonstrates excellent attention to detail, thrives in a collaborative team environment, and has a proven ability to prioritize tasks in a dynamic work setting. They are process-oriented, take ownership of their work, and uphold the highest standards of integrity.

Key Responsibilities:

- Oversee all aspects of investment operations, including account administration, trading, and transaction processing, to ensure accuracy and efficiency.
- Manage the client onboarding process, including account openings, required documentation, and compliance reviews.
- Build and maintain trusted client relationships by delivering a consistent, client-first service experience.
- Coordinate money movement, transfers, and account servicing requests in a timely and precise manner.
- Prepare investment proposals, reports, and other materials that support client meetings and presentations.
- Collaborate with advisors and team members to streamline processes and enhance the overall client experience.
- Identify opportunities to improve operational efficiency while maintaining high service standards.
- Track and manage workflows from initiation to completion, ensuring tasks are completed accurately, on time, and with attention to detail.

Required Qualifications:

- Bachelor's degree in finance, business, economics, or related field
- Minimum of 5+ years of relevant professional experience providing direct client and administrative support in the financial services industry, with strong investment knowledge
- Series 7 and 66
- A positive attitude, the willingness to learn, and strong critical thinking skills are essential.
- Candidates must demonstrate flexibility, accountability, and excellent oral and written communication skills.

Optional / Bonus Qualifications

- Certified Financial Planner (CFP) Candidate
- Life and Health Insurance License
- Willing to work in-person, full-time
- Proficiency with PowerPoint, Canva, or similar presentation tools is desirable

About Us:

At Capstone Partners Financial and Insurance Services, we help clients navigate life's financial milestones with clarity and confidence. Whether planning for retirement, the sale of a business, or protecting your financial future, our team provides personalized guidance, actionable strategies, and ongoing support. As a proud part of the MassMutual Foundation, a Fortune 100 financial services company, we combine the stability of a 170+ year legacy with the personalized attention of a boutique firm, offering the strength and security to support and protect your financial future.

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