

JOB DESCRIPTION – LPL Registered Administrative Associate

PURPOSE

To provide support to the Financial Consultant(s) in the implementation of investments, operations, and service support for clients of the Investment Services program. A fully licensed assistant will have many of the same responsibilities as the Financial Consultant so that in the Financial Consultants absence the same level of service can be offered to the client.

NATURE AND SCOPE

The LPL Registered Administrative Associate will report directly to the Financial Consultant(s). The Associate is responsible for the efficient operation of the Investment Representative's daily work flow. The Associate's function is to assist the Financial Consultant to maximize sales efforts and minimize their time spent on operational tasks.

DUTIES

- Develop a general knowledge of the financial institution's investment products and be able to assist customers in all their product and services needs in the absences of the Financial Consultant.
- With the Associate maintaining the same licensing as the Financial Consultant the Associate should be equally expected as the IR to assist with increasing the service levels and production of the Financial Consultant.
- Ensure the efficient operation of the Investment Services program by:
 1. coordinating and maintaining appointment schedule for the Financial Consultant(s)
 2. providing administrative support to the Financial Consultant(s)
 3. dealing directly with clients and assisting clients
 4. receiving and processing orders with LPL Financial (if licensed)
- Maintain an up-to-date familiarity with the financial institution's investment products portfolio
- Perform other duties as needed

REQUIREMENTS

- Willing to study and pass the General Securities license (Series 7) and Life/Health Insurance licensing
- Preferred four year degree in Finance or related study
- Must be highly organized and a self starter
- Possess proficiency in use of office equipment, including Microsoft Word, Excel etc...
- Demonstrate the ability to:
 - Identify, research and solve problems quickly
 - Interact with co-workers, dealers and customers in a highly professional manner
 - Listen effectively, learn quickly and organize work
 - Work with minimal supervision
 - Shift quickly to new tasks when priorities change