Senior Financial Associate

Job description

Oppenheimer Private Client Group is a full service financial services firm with an emphasis on providing premier financial advice and guidance to the local affluent marketplace.

Job Description

Primary responsibility is to join a three person team to support one Financial Advisor in sales, marketing, financial planning and day-to-day operations of a growing wealth management practice. This role requires superior interpersonal and multi-tasking skill sets. The candidate should be able to operate independently as well as a member of a small team. This role will assist in performing a variety of daily tasks so that the team grows their business, runs smoothly, and meets service excellence standards.

Responsibilities

- Learn and adapt to service the needs of various accounts in order to answer day-to-day questions from clients and advisor
- Quickly develop knowledge of a variety of forms and account procedures in order to assist clients
- Learn to utilize research and technical support tools
- Produce quality analytical reports using various software programs
- Gather client information input into financial planning software Money Guide Pro
- Promote Firm services by enhancing relationships with advisors through timely and accurate responses to questions
- Act with integrity and respect in all situations
- Cultivate and grow existing client relationships
- Be responsible for the onboarding process with a new client
- Assist with marketing efforts and plan client events
- Compile and print client review packets
- Prioritize daily work, track progress of projects and deadlines, answer phones, take messages and schedule appointments
- Demonstrate initiative and desire to increase knowledge and skills
- With growth in skills and trust entering in client trades
- Facilitate new relationships with clients gathering statements and financial data
- Local office interaction with other support members inside organization

Skills/Requirements

- Series 7 and 63/65 (or 66) required

- 3+ years' experience working as a sales assistant/CSA in a corporate/brokerage environment
- Certified Financial Planner (CFP)
- Ability to work quickly under pressure to match clients' needs with short time frames
- Excellent organization skills with hard copy files and digital files
- Excellent verbal communications to verbally keep clients apprised of portfolios, administration issues with regards to client's accounts
- Possess a high degree of proficiency with technology including MS Office products (Word, Excel, PowerPoint and Outlook), and can quickly learn internal software programs
- Must be a team player with an energetic, positive disposition seeking growth and opportunity to expand the role
- Must be able to maintain the highest level of confidentiality
- Demonstrate strong accuracy and thoroughness in all facets of daily work and possess superb organizational skills
- Able to interface, articulate and communicate well with all levels of employees, management and clients in a highly professional, timely and friendly manner
- Able to meet designated deadlines and work effectively in a pressurized environment
- Strong interpersonal skills to build relationships inside team, firm and with clients
- Well dressed and well maintained as to be presentable for face to face interactions with clients
- Demonstrate the ability to handle multiple tasks to completion with little or no supervision