

REGISTERED SALES ASSISTANT (Client Services Manager)

A Financial Planner/Investment Advisor, affiliated with an Independent Financial Services Firm with 30 years in the business, has an immediate opening for a full-time registered sales assistant.

The ideal candidate will have:

- An enthusiastic, pro-active and client service-oriented approach;
- A passion for the financial markets with basic knowledge of the financial products available in today's marketplace;
- The ability to focus on details, yet be able to multi-task;
- Excellent written and verbal communication skills;
- The ability to learn quickly

Responsibilities:

- Processing Securities, insurance, and all applicable transactions (This position is paperwork intensive)
- Tracking transfer of assets with Financial Service companies & trouble shooting operational problems;
- Daily communication with clients (phone and e-mail);
- Answering incoming calls from clients and respond to questions handling problems independently, if applicable
- Opening new accounts, updating portfolios and preparing quarterly reports in preparation for Client servicing;
- Scheduling Client appointments;
- Office management tasks include: filing, supply ordering, etc

Requirements:

- Bachelor's degree is required;
- 1-2 years of financial services industry experience is highly preferred.
- Series 6 and 63 REQUIRED, Series 7 and 66 Preferred.
- CFP coursework desirable.
- California Insurance License Preferred.
- Excellent computer skills which includes Microsoft office applications (Word, Excel, PowerPoint). Knowledge of Morningstar Principia a plus.

This position has many avenues for growth, upon demonstrated performance.

Interested candidates please send resume with cover letter as an attached Word document to jschefers@zukfinancial.com Please include past salary history. If an offer of employment is extended it is pending a background check. This includes: Verification of Professional references, Educational credentials, past employment.