Contact: Andy Klausner
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Job Title
Associate Wealth Advisor

Company
Confidential

Location
Dallas, TX

Job Type
Full-Time

Salary
$80,000 - $100,000 plus bonus

Industry
Financial Services / Wealth Management

About the Company
Our client is a boutique Wealth Management firm that works with families and businesses to help them execute and maintain their financial goals throughout their lifetime and future generations. The firm offers planning services, insurance, and investments. Core values of the firm include honesty, discipline, and passion as they build long-term relationships with clients.

Job Description
Our client is seeking someone to work as part of a team dedicated to serving all aspects of its wealth management business. The Associate Wealth Advisor will work with clients as well as the other members of the team and company. Therefore, in addition to having the requisite educational and experience skills, this person must have excellent communication skills. The ideal candidate will also have excellent organizational, time management, and communication skills, as well as the ability to think critically and solve problems. Candidates must understand the importance of confidentiality.

Responsibilities

Engage in client meetings and oversee case preparation

- Conduct client meets and assess risk tolerance, asset allocation and portfolio construction needs
- Communicate and coordinate with team on an on-going basis to ensure smooth process
- Guide team members during case preparation and onboarding process.
- Prepare plan documents, reports, investment and insurance proposals and recommendations
- Prepare information for quarterly and annual reviews

- Analyze and recommend fund portfolio options as well as insurance recommendations
- Ensure appropriate documentation is completed and compliance requirements satisfied

Client Service

- Corresponding with clients to handle advisory related service issues
- Explaining advisory products or advisory performance to existing clients
- Providing services and administering advisory products
- Accepting redemptions/withdrawals from clients and communicating instructions to home office
- Discussing tax consequences, costs, and advisory fees
- Maintaining daily tickler system for account follow-ups and service requirements
- Performing cashiering functions
- Running performance reports in Envestnet, Morningstar and NMCIR

Experience and Qualifications

- Bachelor's Degree
- Series 7, 65/66 required, Insurance license preferred
- CFP Preferred
- 3-5 years of investment industry experience; knowledge of advisory business preferred
- Knowledge of financial planning
- Knowledge of MoneyGuide Pro preferred
- Familiarity with Microsoft Office