Registered Client Services Representative

Liberty Wealth Advisors

www.libertywealthadvisors.com

Position Available: Registered Client Service Representative

Location: Stamford, CT

Liberty Wealth Advisors is an independent financial planning and investment management company based in Stamford, CT that serves both individuals and businesses. Our team of investment professionals has been providing personalized financial planning and investment advice to clients nationally for over 25 years. The firm is registered with the Securities Exchange Commission as a registered investment advisor. Our investment professionals hold the Certified Financial Planner® (CFP) designation.

Job Description:

As a member of the Liberty Wealth Advisors team, the Registered Client Service Representative will be responsible for providing the highest level of service to existing and potential clients. The position will report directly to the President.

Primary duties include:

- Answering client inquiries via phone and email.
- Assisting with Department Compliance.
- Receiving and handling incoming guests and organizing meetings.
- Maintaining records and files.
- Designing and developing presentations for internal and external meetings.
- Processing trades as directed by Advisors / Managing the trade blotter.
- Coordinating the delivery/payment of securities (via checks/wires), and other routine requests.
- Creating quarterly financial reporting for client reviews.
- Preparing education and enrollment material for our Retirement Plans.
- Creating and maintaining customized client reports.
- Coordinating internally to respond to client inquiries and initiatives.
- Supporting internal servicing requests from the LWA team.
- Coordinating and updating firm and product-level marketing materials with marketing department.
- Monitoring and maintaining the content on LWA's web-based client vault.
- Assisting the LWA team with product development and expansion of investor relationships.
- Educating existing and potential clients about solutions LWA provides for investing.

- Educate clients on account services and capabilities (e.g., how to read statement/confirm, how to use Online Services, paperless options, RMA cards, etc).
- Collect appropriate documentation to set up new accounts.
- Leverage various communication channels to keep in touch with clients (e.g., send out birthday cards, email research newsletters).
- Process account service requests and ensure appropriate documentation.
- Direct incoming phone calls to appropriate team member.
- Input data into Financial Planning tools.
- Maintain contact management systems with up to date key client information.
- Provide team with up to date calendar including daily weekly, and monthly activities.
- Proactively develop self to continuously improve knowledge, skills and credentials and communicate development needs to the President.
- Assist with on-boarding new members to the team.

Job Requirements:

- Undergraduate degree, preferably in economics, finance, or marketing.
- Minimum of three-years relevant experience in investments, insurance, financial planning, client service, investor relations, sales or marketing.
- Series 7, Series 63 and 65.
- Excellent written and oral communications skills.
- Strong organizational skills and attention to detail.
- Outstanding troubleshooting capabilities.
- Skilled at manipulating data utilizing tools such as Excel, Word, PowerPoint and database programs.
- Highly adaptable, self-confident, and team-oriented.
- Ability to set priorities, multi-task, and meet deadlines.
- Ability to work in a fast-paced environment, take initiative and drive for results.
- Ability to work independently and with minimal direction.
- Ability to support multiple Advisors

Salary: Commensurate with experience

Submit resume to: James S. Gladney, Managing Partner, Liberty Capital Partners via email at jgladney@libertycapitalpartners.com or call 203-323-6666 ext. 230.

www.libertycapitalpartners.com

Liberty Wealth Advisors is an equal opportunity employer.