



## **Associate Advisor**

Full-Time

### **Overview**

As an Associate Advisor at The Horizon Group, you will be part of a fast-paced training program which affords you the opportunity to learn real world financial planning without the pressure of generating your own clients.

This position is perfectly suited for an individual with finance experience aspiring to be a financial advisor with his/her own clients in the future, or someone who enjoys the day-to-day responsibilities of being an advisor without needing to generate his/her own book of business.

### **Responsibilities**

As an Associate Advisor you will:

- Prepare client reviews using various financial tools and proprietary processes
- Ensure all elements of firm's client review process are covered in every client review
- Take notes during client reviews and ensure all action items are completed afterwards
- Regularly communicate with clients by phone, email, mail, and face-to-face meetings
- Prepare client paperwork and ensure it is processed in a timely manner
- Research investment products and rules for uncommon client situations
- Provide overflow support for operations team answering phones, greeting clients, scheduling, filing, and maintaining appearance of common areas
- Complete ad hoc projects for management

### **Qualifications**

Ideal candidates for this position will have a 4-year college degree with relevant experience in the financial services industry and knowledge of investment products.

Candidates with a 2-year degrees and **significant relevant experience** will be considered.

Professional licenses are not required to apply for this position. Once hired, an Associate Advisor will be provided study materials and training and be required to pass the FINRA Series 65 exam.

Quality candidates are patient, ambitious, outgoing, reliable, and organized. As an Associate Advisor you will need to be dedicated, have a genuine passion to help clients and work within a small team, be a self-starter, pay attention to details, and have problem solving and computer skills.

Exceptional written and verbal communication skills are a requirement and candidates must be comfortable using the phone.

Ability to multi-task and being adaptable to constant change will be critical to success in this position. As a growing small business, responsibilities and priorities change rapidly and all employees are asked to be flexible to meet the needs of the business.

### **Company Information**

At The Horizon Group, our goal is to exceed expectations in every client interaction, whether it's establishing an initial financial plan or reviewing an existing account. Our team of dedicated professionals is committed to providing extraordinary client service. We go above and beyond the scope of the typical financial advisor, using our experience and vast network of resources to resolve a variety of issues. From returning phone calls promptly to scheduling timely appointments for any of life's emergencies, our clients' needs always come first. We currently manage over \$400 million for some 600 families in the region. We are proud to be in our 25<sup>th</sup> year of guiding clients through the challenges of managing their money, taxes, and protection needs – not to mention serving as a trusted advisor anywhere money touches life.

### **To Apply**

**Please send your resume and cover letter (or any questions) to [careers@horizonadvisors.net](mailto:careers@horizonadvisors.net). Please do not call the office with questions or stop in to drop off a resume.**

In addition to competitive salary, The Horizon Group offers an excellent benefit package including eligibility for health insurance, dental insurance, disability insurance, paid time off, and 401(k).