**Sample Job Description: Associate Wealth Advisor**

*IMPORTANT: These job descriptions are samples only; customize each section to your firm and the specific role.*

**WHO WE ARE:**

{Company Name}, a growing wealth management firm, is seeking an Associate Wealth Advisor to assist us in our mission of helping clients achieve their financial goals. This is your chance to play a key role in the future success of our fast-growing organization!

Insert here: any awards or accolades the firm or owner has received. For instance, “Become a *member of one of the most respected teams in the wealth management industry. XYZ Wealth Management Group was recently named #25 on Registered Rep’s list of the Top 100 Advisors.”*

*Insert here: any unique aspects of your culture, such as company core values and how your culture looks in real life.*

Our mission at {Company Name} is to {Insert Company Mission Statement}. If you have a relentless, burning desire to succeed and share our vision, then we would love to hear from you!

**WHO WE WANT:**

An Associate Wealth Advisor will establish new client relationships in addition to providing advisory services and support to current clients.

**WHAT TO EXPECT:**

* Provide information/education to clients about the purpose and details of financial products, services, and strategies.
* Source prospective client opportunities by capitalizing on networking and referrals.
* Promote established investment models and strategies that are suitable for our targeted clients.
* Coordinate all money movement, strategy changes and paperwork for existing clients and prospects with the operations team as necessary.
* Promote the firm’s wealth enhancement planning and trust services.
* Adhere to all company and industry supervisory guidelines and policies.
* Participate in daily morning advisor meetings, training, and continuing education requirements.
* Provide positive and professional service to the assigned client base.
* Handle all communication with the client base including phone calls, emails and meetings.
* Review investment products currently held in clients’ accounts, both advisory and brokerage, and reallocate to the appropriate model to help clients meet their financial objectives.
* Maintain all continuing education requirements of a wealth advisor plus required training elements.
* Attend firm client events.

**WHAT YOU NEED:**

* Business development skills.
* Excellent interpersonal & communication skills.
* Excellent attitude and an extraordinary client service orientation.
* A genuine interest in serving and caring for other people.
* Excellent organizational and time management skills.
* Ability to handle multiple tasks and priorities simultaneously.
* 1 to 3 years of investment advisory experience.
* Bachelor's degree or equivalent experience.
* Active Series 7 license with a 66 or 63 or an active 65.
* Life, Health and LTC Licenses or desire to achieve necessary licenses.
* Clean U-4 and U-5 history.

In exchange for your expertise, we offer a base salary, bonus potential, 401(k) plus matching, health benefits, a potential for career growth, and a great working environment. This is your chance to play a key role in the continued success of our company. Our culture is fast-paced, motivational and focused on healthy living. Smokers need not apply. For more information about our company, please visit our website {Insert Company Website}.

If you’re interested in this opportunity, please send your resume and letter of interest to {Name and Email Address}.

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.