

Financial Paraplanner Job Description



Opportunity: We are looking for driven professionals with a passion for finance and helping others to join our firm as a Financial Paraplanner.

Objective: The Financial Paraplanner will be responsible for assisting paired experienced advisors at our firm as they meet with potential clients, set up their financial plan, implement proposed strategies and provide ongoing account reviews. They will work within assigned target markets to schedule initial consultations with qualified prospects. During their first year, they will become fully licensed. During years 2-3, they will obtain their CERTIFIED FINANCIAL PLANNER™ designation.

Primary Responsibilities (including, but not limited to):

- Prospect within assigned target market through social media, email and phoning
- Organize and schedule appointments with Paired experienced advisor
- Attend prospect and client meetings and take detailed notes
- Meet with paired experienced advisor to assist in creating financial plans
- Work with paired experienced advisor to complete required paperwork
- Submit account paperwork
- Follow-up on submitted paperwork
- Handle inbound leads to the firm

Qualifications:

Required:

- Must have excellent organizational skills, attention to detail, and the ability to prioritize
- Must be technology savvy
- Dedicated to customer service
- Proficiency in Microsoft Word, Excel and Outlook
- Ability to learn other software programs
- Ability to work independently and as part of a team
- Positive attitude

Preferred:

- Experience dealing with clients
- Experience with a Client Relationship Management tool
- Experience in the financial services industry
- Securities registrations (Series 7 and/or 66)
- Life, Accident & Health Insurance License

We are an Equal opportunity employer, we prohibit discrimination against and harassment of any employee or applicant for employment because of race, color, national or ethnic origin, age, sex, religion, disability, sexual orientation, gender identity and expression, veteran status or any other characteristic protected under applicable federal or state law.

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