|  |  |
| --- | --- |
| A picture containing text  Description automatically generated | **Operations Specialist** |
| *(full-time, regular employment)* |

**About AdvisorNet Wealth Management**

AdvisorNet Financial has been an innovative leader in the financial services industry for over 60 years. We provide the services and support independent financial advisors rely on to operate their firms efficiently and competitively. Over the years we've developed a vast network which allows us to provide our 300+ independent advisors access to the support services and industry partners that advisors in large institutions enjoy without having to be part of a large institution. One of the many products and services we offer is fee-based investment management and financial planning services through AdvisorNet Wealth Management {AWM} - our Registered Investment Advisory (RIA) division. For more information, please visit us at <https://advisornet.com/wealth-management-home/>. We also are affiliated with a nationally known broker dealer.

You will be a great fit if you enjoy working with people and data in a very dynamic, fast-paced environment. Our group requires people to be friendly, outgoing and to deliver over-the-top customer service. We are continually upgrading our technology, so savvy computer skills or ability to learn new systems is important.

**Responsibilities**

***Overview:***

Support the company's day-to-day RIA and broker dealer operations functions. The role delivers critical support to advisor teams and helps to provide resources and guidance to them to achieve their financial goals.

***Major Areas of Accountability:***

* Interact daily with advisors, process advisor requests, and answer basic advisor inquiries, or address them to appropriate areas, in a timely manner
* Discuss and organize follow-up steps with the department and the advisors after meetings
* Influence business results by providing proactive customer service, education and communication
* Data tracking and management
* Record keeping for both client files and office files
* Ability to learn portfolio accountability and document management systems
* Assist team in development of advisor material
* Participate in special assignments and projects as required to meet business needs
* Work cohesively with co-workers to deliver a world-class customer service department

**Qualifications**

***Required Attributes***

You will be a great fit if you can work as a team and if you are self-motivated. Our firm requires people to be friendly, outgoing and to deliver over-the-top customer service and maintain a professional demeanor at all times.

**Knowledge and application of Business Software including:**

* Interact daily with advisors, process advisor requests, and answer basic advisor inquiries, or address them to appropriate areas, in a timely manner
* Discuss and organize follow-up steps with the department and the advisors after meetings
* Influence business results by providing proactive customer service, education and communication
* Data tracking and management
* Record keeping for both client files and office files
* Ability to learn portfolio accountability and document management systems
* Assist team in development of advisor material
* Participate in special assignments and projects as required to meet business needs
* Work cohesively with co-workers to deliver a world-class customer service department

***Preferred Experience and Attributes***

* 2+ years’ experience in financial services, preferably with a fee-based advisory, brokerage business, or mutual fund company
* Experience working with Charles Schwab, TD Ameritrade, Pershing Advisor Solutions, Black Diamond, Laserfiche and/or Salesforce
* Knowledge of SEC and state advisory regulations
* SEC/FINRA licenses/registrations - Series 6, 7, 65, 66, or 99

**Compensation and general information**

* Competitive base salary
* Comprehensive benefits package including: health, dental, vision, disability and life insurance available, employer HSA contribution and 401k match, paid time off, securities license maintenance, company events

*Disclaimer: This job description is only a summary of the typical functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. Responsibilities, tasks, and duties of the jobholder might differ from those outlined in the job description and other duties, as assigned, might be required.*