SMITH MOORE

Providing financial advice since 1913

Title: Client Associate
Location: Clayton, MO
Reports to: Chief Operating Officer
Compensation: Commensurate with experience

Smith Moore’s Client Associate will provide daily administrative and operational support to a well-established Financial Advisor and Wealth Management Associate as a member of their team. The position requires excellent verbal and written communication skills. Great customer service and strong organizational skills are necessary to ensure the highest quality of service to our clients.

Responsibilities

- Responsible for all administrative requirements related to the day-to-day operations of the team, including the management of all incoming administrative communication (phone calls, e-mails, faxes) and respond in a quick, efficient manner.
- Establishment and maintenance of client files. These duties include account opening and preparation of associated paperwork, client distribution requests and maintenance of current information and notes in a customer relationship management (CRM) system.
- Direct client contact to schedule meetings and calendar management of scheduled meetings. Assist with preparation of documents required for client meeting with team. Responsible for any post-meeting action items.
- Distribute firm approved client communications.
- Understand core systems utilized through our clearing firm as well as Smith Moore.
- Other duties may be assigned to meet the ongoing needs of the firm.

Requirements

- Ethical, knowledgeable, fair, reliable, collaborative, ability to maintain confidentiality and possessing a strong work ethic.
- 2+ years of experience in financial services (broker dealer and/or RIA)
- Proficient in Microsoft Excel, Word, PowerPoint, Outlook, TEAMs with aptitude for technology
- Strong communication and interpersonal skills to be able to discuss issues with management, home office and branch office personnel.

Please reply by email to: careers_ops@smithmoore.com