

Position Summary

Smith Moore is seeking a Client Associate (CA) for our Effingham, IL office. Smith Moore is a financial services firm headquartered in Clayton, Missouri. Established in 1913, Smith Moore has 11 offices in Missouri, Illinois, Kansas, and Mississippi.

A Smith Moore CA provides daily administrative, operational, and support to Smith Moore financial advisors. CAs work with a variety of constituents, including financial advisors, Wealth Management Associates (WMAs), other CAs, Operations, Compliance, management, and external clients.

Essential Duties and Responsibilities

The essential functions could include, but are not limited to the following:

- Responsible for the professional, timely, and accurate execution of administrative tasks related to the day-to-day operations of the team.
- Manage all incoming and outgoing administrative communication (phone calls, e-mails, faxes).
- Establish and service client accounts. This includes account opening, account servicing, and account closing.
- Schedule appointments for new clients, existing clients, and prospects and calendar meetings in accordance with the advisor's practice.
- Assist with the preparation of documents required for client meetings.
- Process client requests for money movement, including preparing forms, routing them for signature, and inputting the service requests.
- Establish and maintain client files in accordance with the financial advisor's practice. This may include entering client information and notes into the firm's electronic customer relationship management (CRM) system.
- Distribute firm approved client communications, as directed by the senior financial advisor.
- Assist the advisor with his/her marketing activities.
- Understand core systems utilized through our clearing firm as well as Smith Moore.
- Complete other administrative and operational duties as assigned to meet the ongoing needs of Smith Moore.

Minimum Qualifications

- Proficient in Microsoft Product Suite - Outlook, Excel, Word, PowerPoint and Teams
- Positive attitude
- Excellent attention to detail
- Strong verbal, written and interpersonal communication skills
- Ability to prioritize responsibilities and manage multiple projects at a time
- Solid technology aptitude
- Highly self-motivated
- Open to continuous learning and personal/professional growth

Benefits

Smith Moore provides all full-time employees with a comprehensive set of benefits; many are listed below.

- Salary
- Bonus opportunities
- Medical, dental, vision and other ancillary benefit offerings
- 401(k) Plan that includes a 3% company safe harbor contribution
- Company paid disability and life insurance benefits
- Paid Time Off
- Volunteer Time Off
- Opportunities for continuing education and industry registrations

Interested candidates should forward resume and cover letter to: kschmidt@smithmoore.com