INVESTMENT PARTNERS LTD

With 25 years in business and five locations, Investment Partners, LTD is a wealth management organization with a seasoned team of professionals looking for a professional financial advisor to join our team.

**Job Description**

Lead Financial Advisor

**Summary of responsibilities**

The financial advisor is responsible for identifying client needs and managing the delivery of services to meet those needs, coordinating the client services team to ensure client services are delivered effectively and meet the quality & compliance standards of the firm, assisting in development of members of the client services team, contributing to the growth of the firm by attracting new clients and identifying opportunities to grow existing relationships, participating in various committees and project teams that contribute to firm development, implementation of business strategies and initiatives, and the culture of the firm.

**Principal responsibilities**
**Responsibilities: --**

- Client Service & Relationship Management
  - Independently manage client relationships, guiding clients through their wealth management, financial planning, and investment decisions
  - May get support from staff but are expected to answer the difficult questions.
  - Make critical client decisions such as creating or preparing, reviewing and presenting financial plans
  - Leads the implementation of planning decisions and assigns client service steps to the rest of the team
  - Assist with ongoing retirement plan maintenance, transitions, meetings, education plans including adding value to meetings by delivery presentations, facilitating discussions and preparing information
  - Preparation of financial plans, analysis of portfolios, and subsequent trading and rebalancing (which may be handled by someone else).
  - Answer many client questions pertaining to planning or wealth management, and significant expertise is expected.
  - Build strong relationships with clients through proactive, consistent, and caring communication
  - Maintain high professional expertise & continue to learn new processes, theories, and best practices of client service
  - Maintain professional licenses and designations that are necessary and desirable in client service
  - Delegate follow-up client work to other members of the firm
  - Help individuals identify their unique financial needs and objectives
    - Establish and define the client/advisor relationship
    - Gather data, including goals
    - Develop and present financial planning recommendations and/or alternatives
    - Monitor recommendations
- Team Management & Staff Development
  - Coordinate the work of the client services team
  - Provide consistent and constructive feedback to other professionals on the client services team

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- Business Development
    - Contributes to the building of the firm brand through active participation in marketing initiatives organized by the firm
    - Proactively develops a network of contacts in the professional community that can create opportunities for new relationships
    - Seeks opportunities to grow existing client relationships
    - Engages with clients to create referral opportunities from existing clients
- Firm development
    - Participate in projects and initiatives that improve the firm and its culture
    - Serves on committees that oversee important firm functions such as the Marketing Committee, Technology Committee and Investment Committee

**Required knowledge/education/skills/competencies**

- 5 or more years of experience in the financial services industry (Required)
- BA or BS in financial, business, or related field (Preferred)
- Series 63 and 65 (Preferred)
- Series 7 (Preferred)
- Life Insurance License (Preferred)
- Unwavering ethics, confidentiality, and an orientation to putting the client first
- Effectively prioritize workload and meet deadlines
- Excellent people skills, including:
    - Active listening
    - Effective communication
    - Professional, knowledgeable demeanor
- Ability to establish rapport with clients and coworkers
- Sophisticated organizational skills with both physical resources (e.g., files, manuals, papers) and nonphysical resources (e.g., calendars, appointments, events, client contract records, images)
- Attention to detail
- Ability to:
    - Proofread and quality check own work in accordance with firm criteria
    - Proactively relate internal concerns to superiors
    - Identify and solve problems in a timely, efficient, and effective manner
    - Use resources available to answer questions and resolve problems (e.g., COMMunity Link, Operations Manual, office procedures, etc.)
    - Prioritize workload and meet deadlines
    - Work independently
- Be or become proficient on back office systems

**Work Environment**

This job operates in a professional office environment located in Dublin, Ohio. This role routinely uses standard office equipment such as computers, phones, and photocopiers.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.

**Position Type/Expected Hours of Work**

This is a full-time position, and regular hours of work and days are Monday through Friday, 8:00 a.m. to 5 p.m.; however, this position can regularly require long hours and some weekend work.

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**Travel**

Travel is primarily local during the business day, although some out-of-the-area and overnight travel may be expected.

**Additional Eligibility Qualifications**

None required for this position.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**Advancement**

Expectations defined by achievement of competency-based goals. Advancement to the next position is based on associate's ability to demonstrate technical expertise and a good understanding of the service processes used by the team. Advancement also signals the ability to work as a member of the service team and a willingness to embrace the efforts and policies of the firm.

**How to Apply**

Apply with professional resume to Investment Partners job posting on Indeed.com. Questions may be directed to Heather Milburn via email hmilburn@invp.com.

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