CLAYTON
WEALTH PARTNERS

A Fee-Only Advisory Firm

Associate Wealth Advisor

Education and Experience

- ✓ Bachelor's Degree
- ✓ Previous experience in financial services industry preferred
- ✓ May need FINRA series 65 or be able to pass the exam within 90 days of employment
- ✓ Proficient with Microsoft Word & Powerpoint
- ✓ Advanced skills in Microsoft Excel

Personal Characteristics

- Strong work ethic, initiative, ability and eagerness to learn
- Strong verbal and written communication skills
- Positive attitude
- Works collaboratively with all members of the firm
- Professional in attire and behavior
- Punctual with excellent time management skills
- Ability to multi-task and adhere to deadlines
- Demonstrates strong attention to detail
- Exhibits ethical behavior in all relationships

Job Responsibilities

- ❖ Responsible for maintaining and deepening existing client relationships, under the supervision of Senior Wealth Advisor
- ❖ Schedules and prepares for client meetings
- ❖ Attends client meetings alongside Senior Wealth Advisor
- ❖ Participates in client meetings and may take lead on certain areas of meeting, as determined by Senior Wealth Advisor
- ❖ Takes meeting notes and inputs into CRM
- ❖ Assigns and/or completes meeting follow-up, as needed, under the supervision of Senior Wealth Advisor
- ❖ Completes financial planning related research, as needed or assigned
- ❖ Completes data entry in financial planning software, to be reviewed by Senior Wealth Advisor
- ❖ Analyzes client situation and forms recommendations with the assistance of Senior Wealth Advisor
- ❖ Presents financial plan and various financial planning concepts, as determined by Senior Wealth Advisor
- ❖ Creates necessary client service workflows in CRM including cashiering requests, new account applications, transfer of assets, various account maintenance items, etc.
- ❖ Conducts Needs Assessment and Delivery Calls with prospective clients
- ❖ Participates in Initial meetings with prospective clients alongside Senior Wealth Advisor

Firm Development

- Participates as a seminar speaker on financial planning topics
- Writes articles about relevant financial planning issues for publishing in quarterly newsletter
- Looks for opportunities that could benefit the team or entire firm.

Professional Growth

* Accepts assignments that will further own education
* Displays an active interest and commitment to clients and to providing excellent service
* Recognizes everyone in the firm is responsible for the growth of the firm and willingly engages in firm and community activities
* Demonstrates a willingness to learn new software and technology
* Strives to demonstrate proficiency in all areas of assigned responsibility

To apply, send resume and cover letter to Clint Patty at clint@claytonwealthpartners.com

CLAYTON
WEALTH PARTNERS

A Fee-Only Advisory Firm | claytonwealthpartners.com