



## **Registered Operations Support / Virtual Assistant**

**JOB DESCRIPTION:** The Virtual Assistant team member provides our field offices a smooth experience from transition, training, new business, and problem-solving utilizing team communication and resources available.

### **Roles and Responsibilities:**

- Consistently meet expectations by displaying courtesy and sensitivity. Respond thoroughly and accurately to inquiries from field offices and home office staff. Display a commitment to excellence to our field offices and home office staff by quick turn-around of the request.
- Supports a team environment by putting the success of the team above own self-interests, being open and objective when considering others' views, offering assistance and support to co-workers, working cooperatively in group situations, and continually contributing to a positive team spirit.
- Maintain the expertise/skills required to accurately process a wide range of requests for multiple lines of businesses maintained on a variety of operating systems.
- Display initiative by volunteering for projects or special assignments, proactively obtaining or providing help or training when needed, confronting difficult situations, and using negotiating skills to resolve conflict.
- Promote company core values and support company standards.
- Identify and react to a vast variety of day-to-day issues that will affect the company in many ways, both financially and logistically
- Outreach to field offices to build relationships and ensure new business expectations and submissions are being met.
- Train offices nationwide to access and use the firm's new business and transitions systems.
- Work collaboratively across departments to facilitate new business and problem resolution.
- Data entry and general incoming calls on an as-needed basis.

### **Abilities Required:**

- Work independently as well as collaboratively within a team environment.
- Must possess a service-oriented nature, excellent human relations skills, and a solid work ethic with a positive attitude.
- Take ownership and hold themselves accountable for delivering results that matter.
- Forward-thinking, quick-learner, self-starter looking to work in a fast-paced and risk-oriented environment.
- Must be flexible and adaptable within a transformational firm
- Prioritize tasks and goals, ensuring timeliness.
- Cultivate and maintain positive relationships with clients and internal associates alike.
- Communicate well verbally and in writing.
- Financial industry experience and/or experience with financial products/services

**Minimum Licensing and Requirements:** FINRA SIE Required, Series 99 and/or 7 Preferred