SALES ASSISTANT / CLIENT SERVICES ASSOCIATE

Bley Investment Group, Inc. (BIG) is a woman-owned FINRA member broker-dealer. We provide comprehensive brokerage and wealth management services, through our affiliated investment advisor, Pierce Wealth Partners, Inc. Our clients include high-net-worth individuals, trusts, estates, family offices, charitable organizations, employer-sponsored retirement plans, and businesses. Our focus is on the best interests of our wonderful clients.

We have a very collaborative and supportive work environment where employees are encouraged to share their expertise and ideas. We are looking for a self-motivated and capable Sales Assistant/Client Service Associate to join our team and make his/her mark. This is a firm that values creativity, energy, and a strong worth ethic to form valuable and rewarding client relationships.

The ideal candidate for this position has the FINRA Series 7 and 63 qualifications, is professional in demeanor, proactive, attentive to details and follow-up. He/she should be comfortable handling client meeting preparation and follow-up, as well as creating relationships of trust and mutual respect with clients and co-workers. For more information about our firm visit www.bleyinvestments.com.

Responsibilities include:

- Assist the producing CEO of the firm (planning, brokerage, insurance and advisory)
- Create meeting preparation of documents (Office365, Pershing NetX360, eMoney)
- Prepare and process new account applications and account service requests
- Troubleshoot, research and resolve client inquiries in regard to the client's account; implement solutions
- Work directly with external vendors, including our primary custodian (Pershing)
- Support the CEO with weekly her proactive client contact: birthday & thank you notes, articles of client interest
- Contribute new ideas for client service and process improvements
- Event plan for client/team events
- Schedule representative/adviser meetings and appointments
- Able to meet and work directly with clients, both on the phone and in the office
- Perform administrative duties, including answering phones, taking messages, greeting clients in the office, etc.
- Maintain and update client relationship management (CRM) software (Redtail)
- Comply with company policies and confidentiality agreement
- Work closely with the Chief Compliance Officer on maintaining our Culture of Compliance
- Other duties as needed

Preferred qualifications:

- Securities industry registrations (Series 7 and 63, preferred)
- Experience in the financial service industry
- Minimum three years' experience in client service role
- High degree of responsibility and ownership of assignments
- Strong organizational, interpersonal, oral and written communication skills
- A self-starter, be able to manage projects through completion without prompts
- Computer savvy with proficient knowledge of MS Word, Excel, Outlook, PowerPoint + various social media platforms
- Professional in attitude and dress
- A nice person. Yes, you heard us right, we would like a *nice person* to join our team here at Bley Investment Group.

If hired, this position requires reference checks, the filing of fingerprints with the FBI and securities regulators, and a complete civil, criminal and financial background check. A *Uniform Application for Securities Industry Registration or Transfer* (U4) and Pre-Arbitration Dispute Agreement will need to be completed and maintained, as well as other regulatorily required employee attestations and documents.

Hours: 8- 5, Monday – Friday and there are occasional weekend commitments
Location: Fort Worth, TX

APPLICATION NOTE: Serious applicants should submit a customized cover letter along with their resume to Paige W. Pierce, President & CEO (paige@bleyinvestments.com). The cover letter should give an introduction of yourself and offer information we may not discern from your resume. Thank you and we look forward to hearing from you!