



## **Client Service Associate – Wealth Management**

Northland Securities, Inc., a full-service securities brokerage firm, currently has a **Client Service Associate position available in our Wealth Management Sales area** in Downtown Minneapolis. The primary focus of this position is to provide administrative and operational support for Senior Investment Executives. Responsibilities can include direct client contact, taking client's orders and providing account and market information as well as maintaining files and preparing correspondence and documents for the Investment Executives and their clients. This position offers opportunity for advancement to other areas within the firm, including but not limited to, establishing a career as a licensed financial advisor.

### **Job Duties and Responsibilities:**

#### **A. Sales Support**

1. Creates a positive client experience through friendly and competent responses to client requests
2. Communicates effectively with IE in order to prioritize projects and organize the practice
3. Communicates and coordinates information between IE, clients and administration
4. Assists IE with developing new business through coordinating meetings and client events
5. Processes customer requests, transactions and orders – including opening/transferring accounts
6. Creates and maintains accurate lists for current or potential clients

#### **B. Operational Support**

1. Provides knowledge and system support to Investment Executives
2. Ensures trades are correctly executed and ticketed in accordance to industry/office regulations, tracking commissions
3. Files, maintains and mails documentation to the proper areas on a timely basis
4. Maintains a high level of compliance standards at all times
5. Solves operational problems or issues, including follow-up steps when necessary

#### **C. Office Support**

1. Answer phones
2. Provides market or account information to all clients or IE's
3. Operates office systems or machines – fax/copiers, mail machine, etc.

### **Education and Qualifications:**

- Bachelor's degree or equivalent experience
- A minimum of two years of related experience in the financial services industry
- Series SIE, 7 & 63 licenses preferred or ability to obtain Series SIE, 7 & 63 in the future is required

**Benefits:**

We offer a competitive benefits package along with a flexible work environment and "casual Fridays." We are also located in the downtown Minneapolis in the newly-renovated 5th Street Towers building. The building offers many amenities including free state-of-the-art workout facilities, roof-top decks, tenant lounge, secured bike parking, easy access to the bus and train lines and skyway access to great shopping and restaurants.

**Company Information:**

Northland Securities, Inc. is a full-service broker dealer founded in 2002 by a core of municipal finance and underwriting professionals. The firm is a leading underwriter of tax-exempt bonds in the Midwest and is recognized for its equity markets research and specialization in finance and capital market access for corporate, government, and non-profit clients. Headquartered in Downtown Minneapolis, Minnesota, Northland has branch offices in California, Colorado, Iowa, Michigan, New York, and Wisconsin.

Our professionals are committed to the highest levels of integrity and accountability, to do what is in the best interest of their clients, industry regulators, investors, and colleagues. Our mission is "PROVIDING DIRECTION, PRODUCING RESULTS" and our commitment is to deliver innovative financial services with integrity, insight, technical competence, and dedication to achieving the goals of our clients.

Contact Human Resources at [greatcareers@northlandsecurities.com](mailto:greatcareers@northlandsecurities.com).