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# Example of Branch Administrator Job Description

Our innovative and growing company is searching for experienced candidates for the position of branch administrator. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for branch administrator

* You will be assisting in hiring, termination and performance reviews of all direct reports
* Daily trades, daily alerts, and daily AML alerts posted to ProSurv
* E-mail captured in CA DataMinder
* Large account deposits
* Cancel/rebills, trade errors, switch letters, new account forms, new 529 plans, Insurance, primary tickets and acknowledgement letters
* New accounts, accounts, updates, LOAs, option agreements, and managed accounts on eQuest
* Incoming and outgoing correspondence and faxes
* Seminars, advertisements, speaking engagements, radio programs
* Outside business activities, outside accounts, gifts, private security transactions, penny stock purchases, and solicited bulletin board stock files
* Contact clients verbally and in writing to discuss account activity, as needed

## Qualifications for branch administrator

* Series 7, 9, 10 and Insurance license, Series 63 desired
* Ensure that administrative policies and procedures, any communications from head office addressed to branch personnel (Flash Admin, Flash Compliance, Let's Talk, head office initiatives or projects), are distributed, understood and complied with
* Contribute in meeting the compliance standards by exercising rigorous follow up in order to ensure that the administrative corrective measures recommended by Internal Audit or Compliance are implemented
* As required, may be called on to offer administrative support to the regional manager in working on preparing and monitoring investment advisors' business plans
* Assist the Investment Advisor team with business development by speaking with clients
* Provide quotations, take unsolicited orders and processes buy and sell trades