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# Example of Registered Sales Assistant Job Description

Our company is growing rapidly and is looking to fill the role of registered sales assistant. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for registered sales assistant

* Keeps contact database organized and up-to-date
* Organizes and coordinates marketing schedules
* Answers telephones and screens calls for financial advisors
* Solicits and receives orders for the financial advisor and services less active accounts when needed
* Provides assistance to RSA Manager as needed
* Must have a sales aptitude or ability to adapt

## Qualifications for registered sales assistant

* Series 7 and either 63 or 66 license required
* Bachelor’s Degree (B.A.) with a minimum of five (5) years of experience in a sales or trading role within the securities or financial services industry
* Series 7 required and Series 63 if required in the state
* Series 7 and 63 preferred or required to obtain within first twelve months of employment
* Series 7 and 66 preferred or willing to become licensed
* Proficient keyboarding skills including 10 Key