



Example of Investment Advisor Job Description

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Our company is looking for an investment advisor. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for investment advisor

- Recommend an appropriate mix of funds, explaining the funds' characteristics, how they differ from other funds, and why they are the most appropriate funds for the client
 - Work closely with outside professionals to add value for existing and potential mutual clients
 - Book Wealth Management client meetings and follow through with the team and clients on actionable items
 - Educate and consult with plan participants on the Advisory Services available through their plan the methodology behind the services to assist the participant reach their retirement goals
 - Must possess knowledge of the participant's financial portfolio objectives, asset composition and past historical information
 - Must be able to explain and justify past returns in comparison to economic environment, while acknowledge goal of managed account services
 - Identifies, executes and follows up on opportunities to contract additional client assets while providing client retirement planning discussions
 - Identifies trends and determines proactive solutions to maximize service quality and increase assets under management
 - Make assigned and proactive outbound calls, focusing on defined objectives set for outbound call campaigns
 - Goals and results oriented with high level of accountability to produce positive results that directly correlate to retention and increasing assets under management and participant growth for managed accounts
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- CAIA or CFA is preferred
- Must be able to drive the fund sales in North Asia
- CSC and CPH preferred
- Registration as Registered Representative (RR) preferred
- Ability to generate new contacts through networking, cold calling, prospecting, referrals, seminars
- Knowledge of and ability to use various techniques to design and implement investment strategies according to investment objectives to provide effective portfolio management and to maximize investment returns