Financial Professional

OLV Investment Group – Who We Are

At OLV, our purpose is "to glorify God by being faithful stewards of all that He has entrusted to us." You will discover the driving force of our company is honesty and ethics. What we think is best for our clients and our staff will always be paramount to personal or corporate profit. As a company, we work as a team, not as individuals, and draw from the energy and skills of each other. Rooted in history and faith, OLV draws its strength from the Lord who has blessed us with many gifted individuals who share a common goal of stewardship and service for our clients and for one another. Our philosophy is to **INVEST as faithful stewards, INCREASE by our commitment to excellence, and IMPACT our world for good. We do not have a personal agenda other than remaining steadfast in our integrity and love for those in our care.

Financial Professional Overview:

The Financial Professional at OLV Investment Group is critical for the follow through and support of our advisory team. This pro-active, independent, excellent communicator will support the strong client experience and service we provide.

The key role of this position is to help provide a consistent positive client experience and development of financial plans. The Financial Professional focuses on advisor support and client success through assisting Financial Advisors and serving as the link between the advisory and client service teams. This individual has the ability to effectively manage time, multi-task, and has a strong attention to detail.

Financial Professional Qualifications:

Experience and Education:

- Bachelor's degree in Finance, Economics, or Business preferred
- One to three years of some Sales or Financial Services experience preferred
- Current FINRA licensing preferred
- Must be a US citizen or Permanent Resident

Skills and Knowledge:

- Strong interpersonal skills
- Exceptional work ethic-self-motivated and goal-oriented
- Client-first mentality
- Excellent written and verbal communication
- Demonstrates personal integrity, honesty, and can deal with confidential information daily
- Ability to deal with stress in an ever-changing investment market and financial services
- Cooperative in a team environment and committed to doing their job
- General tech stack proficiency-CRM experience
- Proficient in Microsoft software and applications (Word, Excel, Outlook, Teams, etc.)
- Work with an eye for detail and accuracy
- Ability to prioritize multiple tasks and anticipate potential problems

Financial Professional Job Description

Lead in Alignment with OLV Core Values of **Grace, Growth, Grit, and

Generosity **Advisory and Client Engagement:**

- Initiating the Financial Plan Construction Process
    - Gathers and reviews financial reports and records from the client
    - Inputting Data into planning software
- Drafting a financial strategy
    - Modeling financial scenarios and determining how assets should be allocated within the portfolio
- Work with the advisor to choose recommendations on which financial plan should be followed
- Work with multiple software and financial and technical programs used to function on a daily basis.
    - Compiling, categorizing, verifying client data
- Assist the CSA Team with documentation and account opening/maintenance processes
- Complete client dictation and any other follow up communication
- Attend and assist in applicable client events
- Actively participate in assigned Advisor client meetings
- Actively document all notes and action items during client meetings and ensure all commitments made by the Advisor are being completed in a timely manner
- Review task assignments for each client and work directly with team members to ensure all follow up and action items are documented in CRM and completed
- Prepare client onboarding

Compliance:

- Supports Compliance to maintain an effective and robust investment advisory compliance program
- Performs other compliance related tasks and projects as assigned

Professional Development:

- Develop an awareness for prospecting for clients through networking and referrals and marketing funnels
- Expanding personal knowledge and skills through ongoing customized levels of training, professional development, and joint work with fellow associates and experienced advisors.
- Balancing investment management, sales activities, customer service, new client development, administrative, compliance and personal growth and development according to both a day-to-day and longer-term plan.
- Completing required training, obtaining industry licenses within first 12 months of employment (Series 7, 66 (or 65), life and health), mastering assessments, maintaining continuing education requirements, and meeting minimum performance standards on a branch level, broker dealer firm level, and industry level if not already completed.

Disclaimer – The above list of responsibilities is not all-inclusive. Job responsibilities and duties can and will change over time. Open and real-time communication will be necessary between employee and supervisor.

Location: Frisco, TX

Travel: Yes, 20% of the Time

Full-time/Part-time: Full-time

Hours Per Week: 40 Minimum

Shift: 1st Shift

Starting Salary Range: $40-$60K annually *Special qualifications, experience, and education can impact this as well*