Adaptive Solutions Consulting

Executive Search

WEALTH ADVISOR - EP WEALTH ADVISORS

Torrance CA

EP Wealth Advisors, LLC (“EPWA”) is a wealth management advisory firm with over $5.2 Billion in AUM as of June 30, 2019, serving predominately high net worth individuals. EPWA fosters an inclusive environment that offers opportunities for our associates to learn, grow and enhance their skills to take on new challenges to progress in their professional careers. EPWA is currently seeking a Wealth Advisor for our Torrance location. The Wealth Advisor will involve a variety of client facing activities, providing comprehensive service to existing clients as well as assisting in developing new business.

Duties and Responsibilities

- Work closely with advisor team, Regional Director and/or Senior Advisors to provide service to a defined group of clients and support all business development and client retention activities
- Support the VP, Senior VP, and Regional Director in new business; participate in meetings, develop presentation materials, prospect plans and reports
- Support advisor team in referral network maintenance
- Liaise with internal team members including portfolio management, operations and financial planning for client meeting preparation and to monitor workflow associated with servicing clients
- Assist in preparing presentations, reports, agendas, and meeting notes
- Follow-up with clients as required for collecting and evaluation documents
- Document client interactions and client related workflows in contact management system
- Participate in firm initiatives directed by management
- Engage resources to stay current with information regarding regulatory requirements, financial services, and other functions pertinent to duties
- Collaborate with other team members and departments to enhance systems and develop processes that increase workflow and generate new business
- Adhere to all company policies and procedures and perform business functions with focus on consistency, quality, and compliance
- Perform additional functions, duties and specific tasks of a similar nature and scope as necessary in order to achieve the firm’s business development and client retention objectives

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Qualifications

- Undergraduate degree required, preferably in business related major
- Minimum 3 years of relationship management/sales experience with a minimum of 2 years in financial services
- Series 65 or equivalent and/or Certified Financial Planner or working towards CFP certification preferred
- Knowledge of key financial, investment, and risk management concepts
- Excellent written and verbal communication skills
- Demonstrated interpersonal skills with the ability to work well within a collaborative environment
- Reliable, organized and goal-oriented
- Ability to work independently, self-directed, and exercise discretion without immediate supervision at all times
- Ability to multi-task under pressure, prioritize workflow and assignments in a deadline oriented environment
- Demonstrated knowledge of CRM software and Microsoft Office including Word, Excel, PowerPoint, Outlook.

Salary and Benefits

- Salary will be based on experience and will be competitive with industry standards
- Full-time employees are eligible for benefits including health insurance, dental, vision, Life Insurance, LTD/STD, 401K retirement plan, and other voluntary benefits. EP Wealth Advisors, LLC. is an equal-opportunity employer.