



Job Title: Operations Specialist

Department: Operations

*Independent Financial Group* is a rapidly growing Del Mar based Independent broker/dealer looking for a highly motivated individual for our expanding Operations department.

The Operations Specialist will work directly with our registered representatives to assist in problem solving and general maintenance of client accounts. This individual will also work closely with internal departments and personal.

Key Areas of Responsibility:

- Assist Investment professionals with client account questions and problems
- Assist Investment professionals with NetExchange navigational questions
- Researching historical pricing information
- Accurately and efficiently set up all new Pershing Brokerage accounts
- Preparing and mailing out 17(a)(3) client welcome letters
- Process money movement requests (Checks, Fed Wires, ACH)
- Initiate and troubleshoot ACAT's
- Establish NetExchange Client id's and passwords
- Enter new account information into the Win-Ops database
- Respond to e-mails from Investment professionals

Qualifications:

- Prior industry experience

Competencies:

- Familiar with a variety of Financial/Brokerage industry concepts, practices, and procedures
- Strong attention to detail and accuracy
- Ability to work well under pressure and within deadlines
- Ability to work well with others, both in the home office and with our Registered Representatives and OSJ offices
- Strong organizational skills
- Working knowledge of Microsoft word and Excel
- Series 7 preferred
- College Degree preferred