



JOB DESCRIPTION

TITLE: Transition Specialist

DEPARTMENT: Transition Services

Independent Financial Group, LLC (IFG) an independent broker-dealer in San Diego, California is currently seeking an innovative and creative thinker to fill the role of Transition Specialist. IFG, America's Finest Broker-Dealer™, is an independent broker-dealer based in San Diego, California with 550 representatives located in over 300 offices across 39 states. IFG has been named locally by the San Diego Business Journal as one of San Diego's Fastest-Growing Private Companies for the past several years. Nationally, IFG's success has been recognized in numerous financial services industry publications and received a 9.7 score in REP. Magazine's Independent Broker-Dealer Report Card for 2015. IFG has also gained Inc. Magazine's Honor Roll status for multiple consecutive mentions on their annual Inc.500|5000 list. Most recently, IFG was named #5 on Investment News' list of Fastest-Growing Broker-Dealers in the country.

Duties:

- Assist the new advisor with building the appropriate forms to move the book of business to IFG.
- Coordinate with Operations, Licensing and Registration, Commissions, Compliance and Trading Departments to ensure the best customer service to the new registered representative.
- Designated form expert, to review newly submitted transitioning account packets for accuracy and completeness.
- Submit the reviewed and completed transitioning packets to operations for data entry.
- Assist the transitioning advisor with the change of broker-dealer requests; this includes maintaining the tracking mechanism, forwarding to the sponsors and carriers, and follow up.

Required qualifications:

- Excellent written & verbal communication skills
- Solid customer service experience
- Four-year degree from an accredited University

Competencies:

- Experienced computer & software knowledge
- Proficient in Microsoft Office
- Experience with Laser App forms filling vendor is preferred
- Exposure and understanding of PDF form building is preferred
- FINRA S7 & S24 licenses preferred
- Ability to work well with others, both in the home office and with our Registered Representatives

Compensation:

Market-level compensation based on previous experience. IFG offers a competitive benefits package.

Send resumes to: humanresources@ifgsd.com