

GOLSAN SCRUGGS

RIA SERVICE TEAM INTERN

Reports To: Director of GSRIA
Supervises: None

General Job Description: Assist in marketing support services, client services management, and general office tasks.

Essential Functions:

- Department tasks
 - Setting up and implementing Workflow rules in Salesforce to automate everyday processes.
 - Setting up High Velocity Sales and researching how different functions of each “setting” work and how to properly set up to meet GS needs and so that it works.
 - Designing Sales Cadences and testing (the email-only cadence since the phone log does not work) to make sure they work appropriately with GS business model.
 - Researching companies on IAPD and their website to find out who the Chief Compliance Officer is and the appropriate email for said person. Also, emailing the CCO with GS information.
 - Prefilling applications for clients.
 - Reviewing insurance contracts to understand the language and structure of the document.
 - Reviewing SEC leads every month and sorting through 14,000+ registered firms to narrow down which new leads we should import. Also, writing a very detailed paper (ATTACH) on how to properly analyze mass data so that it imports the important information properly. Even with little excel experience, future interns can easily and properly complete the task with the detailed instruction sheet.
 - Assisting Account Management Department in prefilling renewal apps on indio from the old GS system.
- General tasks
 - Answer telephone.
 - Complete faxes/emails.
 - File paperwork to respective client files.
 - Complete mailing of various items.
 - Communicate with supervisors and peers.
 - Establish and maintain interpersonal relationships.
 - Assist as needed

Supervision:

General supervision: routine duties are performed with minimal supervision; standard practices or procedures allow me to proceed alone at routine work; occasional work is checked while in progress; work is reviewed upon completion. Formal mentorship program is established. Meetings set are performed on a team basis.

Other Duties and Responsibilities:

Participate in proactive team efforts to achieve departmental and company goals.

Knowledge Requirements:

Not required – but personal interest and knowledge of the investment securities world a plus to the position.

Education and Experience:

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Pursuit of a Bachelor's degree (B. A.) from four-year college or university; or one to two year related experience and/or training; or equivalent combination of education and experience. Pursuit of a Associate's (A. A.) or equivalent from two-year college or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience may be acceptable depending on candidate.

Language Skills:

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

Reasoning Ability:

Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Operations:

Basic personal computer skills

Planning/Organization:

Prioritize tasks. Must possess a personal drive to achieve personal and company goals.

Work Schedule/Hours:

Based upon availability. Office hours 8am-5pm, Monday-Friday.