

Position Title: Associate Advisor
Location: Long Beach, CA (near LGB)
Position: In Office/Hybrid



Job Overview

The Associate Advisor will play a critical role in serving existing clients Octave Wealth Management. This position involves being the primary point of contact for assigned clients; developing and delivering comprehensive financial plans, and engaging with clients to understand their financial goals. This role will also assist CEO/Lead Advisor with preparing for client meetings and assisting with more complex planning cases. Responsibilities include managing client communications, analyzing investment portfolios, and contributing to firm initiatives. The role requires attending client meetings, conferences and networking events, with travel required up to 5-15% of the time.

About Us:

At Octave Wealth Management, we provide personalized financial guidance tailored to clients' unique needs and goals. Our team uses cutting-edge tools and resources to deliver comprehensive financial planning and investment strategies. We are committed to excellence, accountability, and client-centered service, ensuring financial well-being at every stage of life.

Key Responsibilities

- Primary point of contact with clients, speaking and meeting with them, developing and delivering comprehensive financial plans.
- Works with clients on all aspects of their financial lives including retirement plans, insurance, taxation, and estates.
- Manages client communications and follows up with clients' other professional advisors.
- Leads and supports client meetings— schedules meetings, prepares materials and follows-up with clients after meetings.
- Analyzes prospective clients' investment portfolios and financial plans.
- Help onboard new clients after obtaining detailed, accurate account and transfer paperwork information.
- Open new investment accounts in eQuipt and gather required paperwork timely.
- Manages client information – prepares client reports, submits and follows up on necessary paperwork, and regularly updates the CRM.
- Execute money movement and asset transfers as directed including client deposits, rollovers, withdrawals, and internal transfers while adhering to regulatory requirements and internal policies, utilizing security trading platforms such as Pershing/NetX360
- Assist with client service items like beneficiary distributions, settling estates, transferring funds.
- Assist with processing life insurance and annuity applications and required follow-up with underwriters regarding application status.
- Contributes and/or leads firm initiatives around business development, client events, client communications, service model and technology.
- Involved in the financial planning profession and attends conferences to ensure the firm is at the forefront of the profession.
- Other duties as assigned

Qualifications

- Minimum of 3 years of wealth management and/or financial advice experience; may include paraplanning, operations, etc.
- FINRA Series 7 and a 66 or equivalents
- Insurance license to service existing fixed and variable annuity products preferred
- Preferred familiarity with platforms such as Pershing (NetX360), Redtail, eMoney, Albridge, Jump AI, Asset-Map, and GReminders
- Strong attention to detail, communication, problem-solving, and analytical skills
- Ability to multi-task under pressure, work independently, and work in a team environment
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and other office tools.
- Provide a high level of customer service.
- Analyzing to be able to research account information.
- Organize, manage, and track multiple detailed tasks and assignments with frequently changing priorities and deadlines in a fast-paced work environment.
- Handle stressful situations and provide a high level of customer service in a calm and professional manner.
- Use appropriate interpersonal styles and communicate effectively, both orally and in writing, with all organizational levels.

Additional Details:

- Onsite role in Long Beach office
- Benefit Eligible: 401k retirement with employer contribution, Paid vacation and holiday hours
- Opportunities for professional growth and development; including continuing education.
- A supportive and inclusive work environment where your contributions are valued.

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