



Broker Dealer Operations Support Specialist (Full-Time Position)

Lion Street Financial, LLC is a registered broker-dealer, and Lion Street Advisors, LLC is a registered investment advisor. Both are designed to deliver the services, products, technology and resources for Lion Street Advisor-Owners to provide comprehensive solutions for their clients. Due to our continued growth, we are seeking a full-time Broker-Dealer/RIA Operations and Processing Specialist. This role is in Austin, TX.

Job Description

The following job functions are the primary responsibilities for this role, but not limited to:

- Data entry for new accounts within the Broker Dealer
- Assist with operational support
- Respond to inquiries regarding the following:
 - Account servicing
 - NetX360
 - Albridge
 - Product knowledge
 - Retirement plans
- Compose and prepare correspondence to ensure prompt and appropriate responses
- Schedule appointments and meetings in addition to making conference and travel arrangements
- Ensure continuous workflow distribution to appropriate areas and initiate follow-up action as necessary
- May be asked to answer, screen, and direct incoming calls, visitors, and correspondence
- Receive and review daily mail and immediately respond to issues/requests on behalf all staff
- Gather, summarize, and analyze data. Prepare special reports as needed
- Other duties and responsibilities as assigned

Desired Skills and Experience

The ideal candidate should possess over 2 years with data entry in the financial services arena. Experience in the FINRA and SEC regulated Broker-Dealer/RIA space is a plus.

The qualities and skills of the candidates considered are:

- Demonstration of professionalism, accountability, customer/client focus, and teamwork
- Excellent interpersonal communication skills, both written and verbal
- Strong organizational skills with ability to prioritize activities
- Maintain a strong client focus and the desire to build relationships during each interaction
- Strong technical skills in the MS Office software suite (Word, Excel, PowerPoint, Outlook, etc.)
- Capable of handling multiple tasks and responsibilities
- Ability to work independently and take initiative while being part of a team

- Proven work ethic with a high level of integrity to build trust with our clients and colleagues
- Can get excited about joining a start-up team and contributing to the direction and growth of the company over time
- Knowledge of Appointments, Life Insurance, and Annuity products is preferred but not required.

Educational/Licensing Requirements

- College degree preferred or in process

Benefits

In exchange for your hard work and dedication, we offer:

- Competitive compensation package
- Medical, dental, vision and life insurance
- Voluntary disability
- Paid time off
- 401K with company match
- Office snacks, coffee and drinks

For more information on Lion Street, please go to www.lionstreet.com.

Lion Street, Inc. is a privately held financial services distribution company based in Austin, Texas. Lion Street provides elite independent financial advisors, many of which have roots in the life insurance industry, access to the financial products, intellectual capital, and specialized resources they need to meet the sophisticated financial planning needs of their high-net-worth and corporate clients. The Broker-Dealer, Lion Street Financial, LLC and RIA, Lion Street Advisors, LLC are based in Dallas, Texas. Founded in 2010, Lion Street is managed by a team of experienced industry veterans and is a portfolio company of Austin Ventures.

NOTE: The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.