Shakespeare Wealth Management, Inc.®

Planning for Life.

N22 W27847 Edgewater Drive | Suite 101 | Pewaukee, WI 53072
Phone: 262-814-1600 | Fax: 262-814-0600 | Toll Free: 877-814-1600
Email: info@ShakespeareWM.com | Website: www.ShakespeareWM.com

Financial Planner - Job Description

Job Description & Needed Skills:

Financial Planner/Financial Advisor

Serve as the primary financial advisor for certain clients and the backup advisor for other clients. Be responsible for analyzing client situations, formulating an initial financial plan, complete with written recommendations, and presenting them to clients. Follow-up and implementation of these recommendations is critical. On an ongoing basis, be responsible for maintaining client information, keeping it current within our systems, and pro-actively following up with clients to make sure their needs are met, tasks completed and information communicated. Follow-up every client meeting with written notes, including the client's to do list. Developing and maintaining the client relationship, within Shakespeare's culture and guidelines, is critical.

Technology/Computer

Utilize Schwab's advisor website to serve clients, open accounts, transfer money, and facilitate the relationship. Be able to utilize our Performance Measurement System, Portfolio Center. Experience with eMoney software is a plus. Be proficient in Excel, Word, PowerPoint, and other common software. Be proficient and proactively utilize the internet to best serve client needs, which may include researching financial planning issues. Be proficient in typing at least 40 words/minute and navigating within our computer system, software programs, and the internet.

CRM Utilization

Input & maintain client information in our CRM System, and utilize this system as the primary tool in tracking activities, scheduling follow-ups, and documenting client conversations. <u>Using</u> the CRM to document every facet of your activities is critical.

Miscellaneous /Administrative

Many of these duties will be facilitated by our Administrator, but cross-training on the below activities is needed. We will want you to be trained to complete client paperwork, deal directly with Schwab to solve administrative issues, and be capable of scanning and organizing information within Shakespeare's server/folder system so you can fill-in where needed. This may include assembling appropriate paperwork for new accounts, make copies to be sent to Schwab and Client, file completed paperwork, input information into CRM database and facilitate account transfers with Schwab. Answer phones when needed.

Compliance

Provide copies of brokerage statements for you, spouse, and other immediate family members on a quarterly basis to comply with Shakespeare's responsibility to supervise employee trading.

Future Growth

Your input and suggestions regarding the internal structure and operations of the business will be encouraged. Shakespeare is growing, and we're looking to add a capable professional interested in growing with us.

Minimum Qualifications:

- Certified Financial Planner, CFP®
- Series 65/66 Licensed
- 5 years minimum experience providing financial planning advice

Strengths/Characteristics:

- Analytical
- Detail Oriented
- Strong Follow-up
- Organized
- Personable
- Strong Communication Skills
- Works Independently
- Self Starter

Send Resumes to: Kevin@Shakespearewm.com.