



Implementation Specialist

FULL-TIME POSITION

We're looking for a true leader to play a crucial role in the smooth functioning of the office. With overall responsibility for project implementation in the office, the Implementation Specialist must be able to work effectively with other staff members, clients and the financial advisors in the office. This person would have top notch Microsoft Office skills, loves organizing projects, is a pit bull when it comes to follow through, and where details rarely slip through their grasp. We would like someone who has endless energy for the fine details and enjoys a fast-paced environment

About you

- * You have super organizational ability and follow-through skills
- * You love helping people
- * You have the ability to anticipate and solve problems
- * You have exceptional grammar skills
- * You're detail-oriented and are a natural organizer
- * You're experienced in Microsoft Office
- * You are very well-spoken and professional in appearance
- * You have a warm and professional demeanor
- * You have an eye for detail and are good with numbers

About us

Sweet Financial Services, located in Fairmont, MN, offers their clients comprehensive retirement planning services. Financial Advisor and business owner, Bryan Sweet, has been repeatedly recognized by industry publications as one of the top financial advisors in the U.S.* Our clients frequently have complex needs involving retirement distributions planning, wealth transfer, investment and business succession. Our team is cohesive, collegial, fast paced and professional. Together, we provide our clients with an extraordinarily high level of service. While wealth management is what we do, inspiring people to live their dreams is who we are.

Responsibilities (including but not limited to)

- * Day to Day Operations – trouble shoot various office issues
- * Supervise Team Members
- * Process Quarterly Firm Metrics – Financials
- * Project management for multiple departments
- * Process and/or oversee accounting and firm financials
- * Compliance liaison
- * Create, implement and monitor SFS systemization processes
- * Coordinate and execute staff meetings
- * Building liaison
- * Coordinate timing of back office visits at the branch

Salary commensurate with experience. Please send e-mail to brittany@sweetfinancial.com with resume, cover letter, short video on why you're the best candidate and salary history.

*The Forbes ranking of Best-In-State Wealth Advisors, developed by SHOOK Research, is based on an algorithm of qualitative criteria and quantitative data. Those advisors who are considered have a minimum of seven years of experience, and the algorithm weighs factors like revenue trends, AUM, compliance records, industry experience and those who encompass best practices in their practices and approach to working with clients. Portfolio performance is not a criteria due to varying client objectives and lack of audited data. Out of 29,334 advisors nominated by their firms, 3,477 received the award. This ranking is not indicative of an advisor's future performance, is not an endorsement, and may not be representative of an individual client's experience. Neither Raymond James nor any of its financial advisors or RIA firms pay a fee in exchange for this award/rating. Raymond James is not affiliated with Forbes or Shook Research, L.L.C.