



Investment Representative

Department: EVB Investments

Job Code: 105-10

Reports to: Investment Operations Manager

FLSA: Exempt

Grade 10; Range \$44,733.53 to \$69,336.97

Supervises: None

SUMMARY

Responsible for sales of appropriate investment and insurance products to individual investors and small business owners. Promote EVB as a superior choice for financial products and services in all EVB markets. Must be able to work independently with little management oversight.

MINIMUM REQUIREMENTS FOR POSITION:

- Bachelor's degree or equivalent work.
 - Series 6 or 7, (series 7 preferred) and series 63 Securities licenses
 - Need to have or be willing to get series 65 or 66.
 - Good written and oral communication skills.
 - Minimum 3 years of experience in investment sales.
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PRIMARY ACTIVITIES AND RESPONSIBILITIES:

- Finding new clients through referrals from assigned branches and from outside the bank.
- Maintain good relationships with existing clients and bank employees
- Train bank employees on what makes a good referral and how to make a referral. This needs to be done on a regular basis.
- Make regular visits to the branches for training and building relationships with branch personnel.
- Complete requested monthly reports and turn them into the program manager in a timely manner.
- Follow all compliance rules and regulations set forth by the broker/dealer.
- Keep up with continuing Education requirements
- Ensures customer service excellence. Handles customer problems and complaints in accordance with compliance procedures of the broker/dealer.
- Ensures compliance with bank security procedures and the safety of branch employees.
- Solicits new business and cross sells bank products and services to develop customer relationships.
- Maintain compliance with and adhere to state and federal regulations and bank policies and procedures, including, but not limited to, requirements regarding the Bank Secrecy Act, FACT ACT, Community Reinvestment Act, and EEO/AA/Fair Employment Practices.
- Such other duties as may be assigned from time to time.