

# United States Jobs Expertini®

## Branch Office Administrator - Atascadero, CA

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Company: Edward Jones

Location: United States

Category: other-general

**If you find yourself looking for a fulfilling career**, the Branch Office Administrator (BOA) role may be the right opportunity for you. BOAs team up with Financial Advisors to help clients achieve their long-term financial goals. We're proud to serve over seven million clients. Our BOAs are a valued part of the client team, and we credit much of our success to their unique experiences and professional backgrounds. We value different viewpoints to help achieve results.

We'll give you the support you need. Our team will be there every step of the way, providing:

Comprehensive 6-month training including an experienced peer to help mentor you

A wide support network that extends from your branch office to your region to the home office

You'll often work independently but will have a team of thousands backing you every step of the way

### **Can you see yourself...**

Delivering exceptional personalized service to ensure clients feel understood and informed

Taking an active role in the annual business planning process to assist in developing strategies for the upcoming year

Actively listen for situations in the clients' lives that may indicate a need for additional services

Driving marketing activities such as planning and executing events

### **You can also expect...**

A culture of continuous improvement and professional development reflecting a respect for individuals and their unique contributions

An inclusive environment where everyone's different viewpoints are valued and help to achieve results.

We recognize individual efforts through a rewards program that promotes a long-term career, your financial security and you and your family's well-being

Full-time Associates receive the following benefits: A compensation package that includes bonus potential, profit sharing, a 401k (U.S.) or Group RRSP (Canada) and comprehensive and competitive health benefits. Read more about our total compensation approach. Paid time off including vacation, sick, holidays and personal days

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