

United States Jobs Expertini®

Branch Office Administrator

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Company: Edward Jones

Location: Bartlesville

Category: other-general

Would you call yourself a relationship builder, a problem solver or a critical thinker? If you answered yes, we need you on our team .

At Edward Jones, we are very intentional in calling our field associates branch teams. Most of our teams are two or three people, and in a Branch Office Support Professional role, you are a critical member of that team along with the financial advisor. You are the first voice a client hears when they call on the phone - the first face they see when they walk in the door. You have many responsibilities, but the most important is getting to know your clients so well that you not only help them identify their problems - you see them coming a mile away. You and your financial advisor are essential in working together to help your clients achieve their most cherished financial goals.

Job Overview

Position Schedule: Full-Time

Branch Address: 3851-B Tuxedo Blvd, Bartlesville, OK 74006

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

Supporting a top performing Financial Advisor and branch, combined base and bonus awards range from \$50-70k* annually based on experience and performance.

*Compensation based on firm and branch performance as well as personal performance.

Figures based on past few years. Past performance does not guarantee future performance and individual compensation may vary.

You'll be competitively compensated...

Edward Jones believes in a human centered approach as we partner for positive impact, to improve the lives of our clients, colleagues, and communities.

The hiring minimum and maximum range shown below is a subset of the total pay range. There is also an opportunity for merit-based salary increases as you progress in the BOA role.

Hiring Minimum: \$20.00

Hiring Maximum: \$22.26

Skills/Requirements

What characteristics would make you a successful BOA?

- Ability to deepen and broaden client relationships
- Ability to identify opportunities to create efficiency
- Strong ability to work independently

- Ability to manage multiple priorities in a deadline driven environment
- Proficient in current and new office technology
- Willingness to learn how financial services/markets work

Awards & Accolades

At Edward Jones, we are building a place where everyone feels like they belong. We're proud of our associates' contributions to the firm and the recognitions we have received.

Check out our U.S. awards and accolades: [Insights & Information Blog Postings about Edward Jones](#)

Check out our Canadian awards and accolades: [Insights & Information Blog Postings about Edward Jones](#)

About Us

Join a financial services firm where your contributions are valued. Edward Jones is a Fortune 500¹ company where people come first. With over 8 million clients and 19,000 financial advisors across the U.S. and Canada, we're proud to be privately-owned, placing the focus on our clients rather than shareholder returns.

Behind everything we do is our purpose: We partner for positive impact to improve the lives of our clients and colleagues, and together, better our communities and society. We are an innovative, flexible, and inclusive organization that attracts, develops, and inspires performance excellence and a sense of belonging.

People are at the center of our partnership. Edward Jones associates are seen, heard, respected, and supported. This is what we believe makes us the best place to start or build your career.

[View our Purpose, Inclusion and Citizenship Report.](#)

1 Fortune 500, published June 2023, data as of December 2022. Compensation provided for using, not obtaining, the rating.

Edward Jones does not discriminate on the basis of race, color, gender, religion, national origin, age, disability, sexual orientation, pregnancy, veteran status, genetic information or any other basis prohibited by applicable law.

#KRT

#LI-BOA

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