Title: Transitions Services Consultant

Department: Transitions

Location: Jupiter, FL, Indianapolis, IN, Houston, TX, or remote

Full-time

In Office or remote

Salary parameters 55k-70K

About Thurston Capital:

The mission of Thurston Capital and its affiliated companies, including Bristal Lane Group, TruEdge Asset Management, Thurston Springer Financial, Thurston Springer Advisors, PEAK Brokerage Services, Blackridge Asset Management, Top Advisors Group, and RIA Services Exchange™— is to deliver an integrated, multi-disciplinary platform designed to empower advisors with the tools, services, and flexibility to grow their businesses.

Job Description:

Resource for Business Development and Transitions to assist in operational aspects of prospect due diligence review/approval and tasks associated with the onboarding process to Thurston Springer and PEAK

Duties and responsibilities:

Assist Sales in due diligence and operational aspects of prospect vetting and partner with Transitions with an advisor/practice progressing to onboarding of assets. Creation of advisor facing collateral, maintaining project boards in Monday.com, initiate fingerprinting requirements, due diligence on advisors' licensing/appointments needed, establish platform access, assist with data gathering and data entry across applications.

Qualifications and requirements:

- Minimum 2 years' experience in brokerage and/or RIA sector, preferably operations or advisor facing
- SIE, Series 7 preferred or willing to obtain
- Strong organizational, critical thinking, and customer service skills
- Ability to travel for Transitions onsite support and company gatherings

Tasks for Sales/BizDev:

- Run point on CAP/Formsite advisor profile form (Peak and Thruston Springer)
- Run point on background check process (PEAK and Thurston Springer)
- DocuSign process for affiliation agreements and other related signature forms
- Collection of fees owed, i.e. E&O, licensing, etc

Tasks that Transitions could use additional support on:

- Maintain and update practice roster with pertinent details throughout transition timeline, ie: access dynamics, branch codes, rep codes, commission payout %, tech access needs and supplemental add-ons
- Prep meeting agendas and call recaps
- Data collection used to set FC access/entitlements
- CNE registration for ELIDs and MAC requests
- Establish branch codes, rep codes, logo mapping and statement/confirm lines
- Beta REGR and REPS screen entries for licensed states and confidential rep data needed for FC access
- MyClient access & credentials
- FormsLogic user profiles and permissions
- FedEx access, user profiles and permissions
- Platform training
    - SmartStation
    - MyClient – general navigation and commission/reporting tutorials
    - FormsLogic workflows
- Liaison between Transitions & HR, Tech for on and off boarding
- Liaison between Transitions WF/FiNet and RPG tech vendor for new practice technology migration
- Client record mapping, merging, unlinking duplicates when data imported incorrectly