

# Operations Specialist

**Location:** Indianapolis, IN or Jupiter, FL

**Employment Type:** Full-Time (In-Office)

## About Us

We are a mid-size broker/dealer and financial advisory firm dedicated to delivering exceptional service and personalized financial solutions to our clients. Our team values integrity, efficiency, and collaboration, and we are seeking an Operations Specialist to join our back-office team and help keep our operations running smoothly.

## Position Overview

The Operations Specialist plays a critical role in supporting the firm's day-to-day operations. This position focuses on back-office functions, including paperwork processing, online transactions, internal communications, and organizational tasks. The ideal candidate is detail-oriented, highly organized, and thrives in a fast-paced environment where accuracy and time management are essential.

## Key Responsibilities

- Process and review client paperwork for accuracy and compliance.
- Manage online account setup, transfers, and transaction processing.
- Maintain internal records and ensure timely updates in systems.
- Coordinate internal communications between advisors and support staff.
- Assist with compliance documentation and reporting requirements.
- Organize and prioritize tasks to meet deadlines and regulatory standards.
- Provide general administrative support to ensure operational efficiency.

## Qualifications

- **Education:** Associate's degree preferred or equivalent experience in financial services operations.
- **Experience:** 1–3 years in a broker/dealer, RIA, or financial services back-office environment preferred.
- Strong attention to detail and organizational skills.
- Proficiency with Microsoft Office Suite and online processing platforms.
- Ability to manage multiple tasks and deadlines effectively.

- Excellent written and verbal communication skills.
- Familiarity with industry regulations (FINRA, SEC) is a plus.

## What We Offer

- Competitive salary and benefits package.
- Opportunity to grow within a dynamic and client-focused firm.
- Collaborative and supportive work environment.