

JOB TITLE: Private Client Associate

OVERVIEW: Alpine Private Capital seeks to hire a Private Client Associate to support the firm's Advisors in providing an intensive and comprehensive level of service to firm's high net worth clients. This full-time position requires a minimum of 3 years of experience with an investment firm, preferably a Registered Investment Advisor (RIA). The firm provides competitive pay and excellent benefits for outstanding talent.

RESPONSIBILITIES: As a member of the firm's Advisory Team, the Private Client Associate will work directly with clients to meet their needs and to assist the Advisors in expanding existing client relationships. The Private Client Associate will be responsible for opening accounts, responding to client inquiries, preparing client reports, assisting with client related research projects as well as other special projects, and supporting the Advisory Team in any way necessary to drive the success of the firm.

QUALIFICATIONS: The successful candidate will be an intelligent and highly energetic professional with a minimum of 3 years of high net worth client service experience in the financial services industry. The Private Client Associate position demands a person with a very professional demeanor who enjoys and excels at multi-tasking, is a very effective problem-solver and an optimistic team player. Additionally, a very strong passion for client service is absolutely critical as are strong organizational skills. Other qualifications include:

- Highly reliable, professional and conscientious.
- Knowledge of financial markets and general financial planning concepts.
- Very high competency using Excel, Word and Outlook.
- Demonstrated success working both independently and in a team environment.
- Ability to handle multiple tasks accurately and efficiently.
- A strong team player with a very positive attitude.
- A desire to help others, both clients and teammates, achieve success.
- Demonstrated experience handling and resolving complex client problems quickly and efficiently.
- Outstanding ability to respond accurately and quickly to all client requests.

COMPENSATION: Competitive compensation commensurate with qualifications and performance.

Please contact Kris Cervera at 314-932-1010 or at kcervera@apc-invest.com.