RMR Wealth Builders

Title: Operations Intern

Location: Teaneck, NJ

Job Type: Summer Co-op/Internship

Compensation Type: Hourly

Start Date: 5/23/2016

Job Description: Great opportunity to work for a company filled with young, vibrant, and ambitious employees. As part of a team, this position is responsible for generating paperwork, processing instructions, account maintenance, and development of organizations operations.

Primary Responsibilities:

Expectations: Good work ethic, responsible, self-starter, ability to learn quickly.

Main Duties: Communicating with Advisors and Clients, Opening New Accounts, Processing Transfers, Clearing NIGOs (Not In Good Order), Processing Distributions, Processing Contributions, Account Maintenance, Document Management, House holding, Loading accounts into aggregation tool, updating cost basis, etc.

Growth Potential: As our firm grows our operations group will expand. Potential Permanent roles will be available to interns.

Qualifications:

Proficient in MS Office Applications, Verbal Communication, Multi-tasker, Professionalism, Customer Focus, Organization, Informing Others, Handles Pressure, Understanding of Investing Basics, must have a vehicle

Application Instructions: Please submit your resumes and cover letters via email to Gacosta@rmrwealth.com for review.

About the organization:

More than 30 years ago, our founding partners decided to create an environment where financial advisors and clients could work and “live” in harmony with like-minded individuals. If you are looking for a “port in the storm” where you and your clients will be respected, we invite you to compare our family to the competition. The environment we nurture offers leadership, inspiration, and reflects our ongoing efforts to create a “culture of success.”

These are not just empty phrases, and lip service is not part of our vernacular. Our long-standing partnerships prove that we are committed to doing the right thing for our advisors and our clients. Honesty is our blueprint that defines how we navigate through uncharted waters.