



Let's build your future together!

621 7<sup>th</sup> Avenue, Beaver Falls, PA 15010  
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## **Operations / Compliance Officer – Full Time**

Jumet Financial is committed to providing our clients with well-informed, objective advice, and to create a disciplined framework within which financial decisions are made, implemented, and managed from generation to generation. Jumet Financial is seeking a highly efficient and detail-oriented individual with the same strong standards for the role of Operations / Compliance Officer. The position requires a high level of confidentiality and professionalism, excellent time and project management skills and the ability to manage multiple work streams (both internal and external) at once. The qualified candidate must show high regard for operational efficiency and high moral integrity.

### **Primary Duties and Responsibilities:**

- Assist in compliance and regulatory oversight and operational adherence, including the monitoring of new account setup
- Assist with necessary operational and compliance reporting, paperwork, etc., including monitoring for the timely submission/completion of account setup/maintenance requests as well as any account closures
- Assist in various compliance and operational functions and ensure the development of necessary desktop procedures
- Maintain operational documents (spreadsheets, etc.) and assist in various internal projects, drafting agendas, and attend various internal meetings
- Cultivate internal relationships to further develop operational and compliance culture and framework
- Provide support for the CRM system and assist in the tracking and completion of CRM activities and updates
- All Jumet Financial employees are required to help serve our community through initiatives planned by the Jumet Financial Team
- Assist with other duties as required by management

### **Qualifications:**

- Associates or bachelor's degree in progress or in a business related field and willingness to continue education towards certifications and/or advanced degrees
- Strong passion to work in and succeed in the financial industry
- Willingness to obtain various securities and insurance registrations (upon request)
- Excellent Computer skills (MS Word, Excel, PowerPoint, and Outlook)
- Excellent communication skills (spelling, grammar and proofreading written skills and verbal skills)
- Excellent organizational and time management skills
- Ability to prioritize and multi-task
- Ability to exercise confidentiality and discretion

Eligible candidates will be required to have clearances and pass a background check.

All qualified candidates should email resumes to [careers@jumetfinancial.com](mailto:careers@jumetfinancial.com)