

Branch Stock Broker - Trainee

Redding, CA



Full Time Position, M-F, 40 hours per week
Benefits: Medical, Dental Vision, Paid Vacation, Retirement
Wage: DOE

Scottrade, Inc. has a **Stock Broker Trainee** position available in **Redding, CA**. The main purpose of this position is to work towards a promotion to Branch Stockbroker. The Trainee operates as a team member to support clients and brokers. All duties and responsibilities are performed while providing excellent customer service to prospects and customers on the phone and in person. The goal is to satisfy customer needs, promote our value proposition and to ensure a memorable and satisfactory experience with Scottrade, Inc

Education and Experience:

- Previous experience in the brokerage industry helpful.
- Bachelor's degree in Finance, Business, or related field, or equivalent combination of education and experience required.
- Must obtain Series 7 License within 90 days of hire and Series 63 License in the consecutive following 30 days.
- 1-2 years customer service experience required.
- 1-2 years general office experience preferred

Responsibilities:

- Learn registered representative functions and responsibilities which include margin, options, account types, trading rules and terminology
- Greet clients and answer phones, navigate through internal systems proficiently to obtain client information
- Provide stock quotes to clients and verify client instructions have been completed
- Process mail and distribute paperwork effectively
- Perform other duties as assigned

Knowledge, Skills and Abilities:

- Excellent verbal and written communication skills
- Excellent organizational skills
- Excellent computer skills including a proficient understanding of the Internet
- Excellent research/problem solving skills
- Proficiency with Microsoft Word, Excel, and Outlook

Additional Information

Scottrade, Inc., an equal opportunity employer, is committed to inclusion and a diverse workforce.

Deadline to Apply: 2/1/2012

To Apply: Please visit careers.scottrade.com

*The Job Training Center is an equal opportunity employer/program.
Auxiliary aids and services are available upon request to individuals with disabilities. TTY (530) 527-2306.*

MMC 12/22/11 to 02/01/2012