



2400 N Main St
Hutchinson, KS 67502
Phone: (620) 663-1907
Fax: (620) 662-6849

E-mail: david.mcproud@lpl.com
Website: www.lpl.com/david.mcproud

Wednesday, August 03, 2011

Job Title: Financial Services Intern

Reports to: Managing Principal and Office Manager

Job Purpose: Basic Administrative Support up through Intermediate Financial Planning and Asset Management Training

Job Description:

Office Reception:

Take calls, route calls, and forward calls to voice mail
Update reading material and financial literature for lobby
Provide phone system maintenance and voice mail services
Keep office reception area inviting, neat, and tidy

Administration and Clerical:

Administer and use Windows 7 operating system in LAN configuration
Use Office 2011 Word, Excel, PowerPoint, and Outlook application software
Use ACT! 2011 contact management, record keeping and time management application software
Prepare USPS Mail
Send and receive faxes
Send and receive encrypted email through LPL.com email server
Sort incoming mail and stamp date all incoming business correspondence
Create and maintain confidential physical client files
Create and maintain confidential digital client files
Shred confidential hard copy client personal and account information
Create and maintain regulatory compliance files / Help prepare for regulatory audits
Create and maintain continuing education files

Supplies and Office Materials:

Order literature, forms, and related materials
Inventory supplies and keep them straight
Label the bins and keep in stock
Prepare monthly acquisition list for office supply purchases

Client Account Services:

Account application preparation
Account applications and follow up
Account maintenance, changes and follow up

Intermediate to Advanced Career Training and Development:

Applicable college prep and curriculum (BS, BA and MBA)
LPL online E university
Selected education seminars
Study for and acquire State Life and Health Insurance License
Study for and acquire Series 7, 63, and 65 Securities Licenses
Certified Financial Planner (CFP) Board of Standards educational curriculum
Meet continuing education requirements for applicable licenses

Financial Planning and Securities offered through LPL Financial, Member FINRA/SIPC