

ESSENTIAL FUNCTIONS:

- Listen to and shadow brokers in the office to see how they conduct business with clients. (10%)
- Act as a representative of Scottrade to clients that come directly to the branch for assistance. (10%)
- Become familiar with different departments and their functions. (10%)
- Provide technical support for clients accessing Scottrade's trading platforms. (10%)
- Utilize quote system to communicate information regarding stocks to clients. (10%)
- Process stock certificates and deposits, prepare paperwork for overnight delivery to St. Louis, and process branch mail. (10%)
- Understand and be able to communicate different types of client accounts. (10%)
- Navigate through the internal systems and become familiar with their uses. (10%)
- Complete internal training program through Scottrade University. (10%)
- Participate in team building activities within the branch. (5%)
- Become proficient with the Microsoft Office Suite. (5%)
- Perform other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Ability to work an average of 15–25 hours per week and no more than 8 hours per day.
- Basic level proficiency with Microsoft Word, Excel, and Outlook.
- Foster company success through a professional appearance, being courteous to customers and all Scottrade associates and by having a positive attitude.

MINIMUM EDUCATION & EXPERIENCE:

- High School diploma or equivalent.
- Currently enrolled in an undergraduate program and attend classes at a local University with interests in business and the stock market.
- Have completed 50–70 hours of required coursework and have a balance of no fewer than 48 hours remaining towards their Bachelor's Degree (1–2 years of college remaining).
- Performing within the college's acceptable GPA level.

Bring your resume to the local branch

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