



# HANTZ FINANCIAL SERVICES<sup>®</sup>

## EQUITIES SPECIALIST

Hantz Group is a Michigan-based financial company that works with individuals and businesses to help them achieve their financial goals. We are a Family Office that offers a multitude of services tailored to each individual client. We deliver a team of professionals that are experts in their specific disciplines, yet work in collaboration to coordinate superior outcomes for our clients. By taking our holistic approach, we strive to reduce stress and save time for our clients so that they can focus on what's most important for their families.

### **AREAS OF FOCUS:**

- Asset Management
- Insurance
- Cash Flow Analysis
- Estate Planning
- Financial Planning and Retirement
- Tax Strategy and Planning
- Debt Strategies
- Property and Casualty Insurance

### **ESSENTIAL JOB FUNCTIONS:**

- Liaison for Registered Representative and Product Providers
- Daily review of new business, for accuracy and compliance reviews then follow up with Product Providers and Registered Representatives to complete and settle transactions/ business
- Enter Trades, Reconcile Settlements, Clearing, Regulatory Aspects
- Review trade exceptions that are reported through the clearing firm and Product Providers
- Manage a case load of communications including phone calls, and emails from Registered Representatives, and Product Providers to provide critical support in the funding process of customer accounts
- Track and assist the timely transfer of assets for client accounts
- Handling service questions on clients' accounts as well as assisting with administrative, procedural, operational and trade information
- Post commissions timely and accurately
- All other task assigned

### **EDUCATION/KNOWLEDGE & SKILLS:**

- Excellent communication (verbal and written) and interpersonal skills
- Strong attention to detail
- Excellent problem solving skills
- Team player
- Ability to review high degrees of independent judgment to coordinate investigations, review documentation and resolve issues
- Good problem solving and decision-making ability
- Proven analytic and time management skills; quick learner
- High proficiency with PC desktop applications and MS Office
- Bachelor's degree in Finance, Economics, Business Administration, or other related field or equivalent work experience

The Company does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, height, weight, disability, marital status, or any other characteristic protected by law.