

## Making a difference as a Branch Office Administrator

Edward Jones believes building strong relationships with our clients helps us provide exceptional personal service. As a highly visible member of the branch team, the Branch Office Administrator (BOA) is essential to that process. You and your financial advisor work closely with clients in your community – rooted in trust – so you can help them achieve their goals. All the while, you'll be achieving yours.

### Key BOA responsibilities

- Deliver exceptional personalized service to ensure clients are understood and informed
- Take an active role in the annual business planning process to assist in developing strategies for the upcoming year
- Actively listen for situations in the clients' lives that may indicate a need for additional services

### Comprehensive training

Edward Jones is strongly committed to being with you every step of the way, providing:

- Six-month training, including an experienced BOA mentor in your region
- Dedicated training hours for hands-on practice and mentoring
- Easy access to Home Office support in every division and department

### You can also expect:

- A culture of continuous professional development
- An inclusive and diverse environment where everyone's different viewpoints are valued
- A culture that encourages work-life balance

### BOA Compensation and Benefits

- A competitive compensation package that includes bonus potential, profit sharing, 401(k) (US) and Group RRSP (CAN), and comprehensive and competitive health benefits
- Paid time off including vacation, sick, holidays, and personal days
- A rewards program that promotes a long-term career, your financial security, and your and your family's well-being

Visit [www.careers.edwardjones.com](http://www.careers.edwardjones.com) to learn more about the BOA role and compensation program, and to look for opportunities in your area.

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### Desired BOA skillset

- Exceptional client service abilities
- Critical thinking capabilities
- Strong initiative
- Effective written and verbal communication skills
- Aptitude to learn and understand the financial services industry
- Adaptable to changing branch and client needs



### What does it take to be a successful Branch Office Administrator at Edward Jones?

"It takes kindness and caring for others, a willingness to learn, multi-tasking skills, and the ability to ask questions and think on your feet. You must be a team player and have the drive to take ownership in the success of your branch."

**Jennifer Hernandez, Sr. BOA**  
Southlake, TX