



Trust & Administrative Advisor

Locations: Oconomowoc, WI & Wausau, WI

Why Join Legacy Private Trust Company?

At Legacy Private Trust Company, we are committed to excellence in wealth management and financial services, empowering individuals, families, and organizations to build meaningful and lasting legacies. As a trusted fiduciary, we hold ourselves to the highest standards of integrity, collaboration, and innovation. This commitment creates an environment where our team members and clients thrive together.

We view every role within our organization as integral to our collective success. With this in mind, we are highly selective in our hiring process, ensuring that each team member brings exceptional expertise and aligns with our core values. At Legacy, we prioritize cultural fit, as shared principles and purpose drive our ability to achieve outstanding results.

Joining Legacy means becoming part of a professional and supportive environment dedicated to growth, respect, and open communication. We foster a workplace where each individual's voice is valued, contributions are recognized, and continuous learning is encouraged. We believe that investing in our employees is essential to delivering the exceptional service our clients deserve.

At Legacy Private Trust Company, our people are our most valuable asset. If you aspire to be part of a forward-thinking team that values excellence, integrity, and collaboration, we invite you to explore a career with us. Together, we can shape a future that inspires and endures.

To Apply: Email Resume to Careers@LPTrust.com



TRUST & ADMINISTRATIVE ADVISOR

Our Company Job Description

LOCATION(S)	DEPARTMENT	STATUS
Oconomowoc, WI Wausau, WI	Administration	Exempt

Job Description

JOB SUMMARY

This position is responsible for the development and management of primarily high-level investment/trust account relationships for business owners, professionals, and business executives, including advising clients on all aspects of their individual financial and planning needs, coordinating investment strategy, working with trusted advisors, communicating with clients, proactively solving problems, and complying with the law in a prudent and discretionary manner in order to promote the growth and profitability of Legacy.

DUTIES AND RESPONSIBILITIES

- Maintain confidentiality in all aspects of client and staff information.
- Adhere and uphold the conduct and performance standards of Legacy in all duties performed.
- Performs all duties in accordance with the Conduct and Performance Standards of Legacy.
- Administers primarily high-level accounts in compliance with the terms specified in the controlling document, applicable law, policy, procedure, and the needs of the account owner/beneficiary.
- Counsels primarily high-level clients and account beneficiaries on all aspects of their individual financial and estate planning needs.
- Monitors life insurance policies held in various accounts.
- Resolves any issues identified during a life insurance policy review.
- Sells and develops new business to existing and prospective clients through direct solicitation and referrals developed from clients, contacts, and centers of influence.
- Reviews contracts and addresses any issues relating to vendor contracts.
- Speaks at seminars and forums.
- Maintains and disseminates up-to-date knowledge on regulations and best practices including new developments, policies, and laws concerning personal trust administration, estate planning, financial planning and investments, including the Prudent Investor Act.
- Develops and maintains a professional referral network with key centers of influence.
- Serves on various functional committees as assigned.

- Performs other related duties as assigned or requested.

Job descriptions may be subject to change as needed



Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

MINIMUM EDUCATION

Bachelor's

PREFERRED EDUCATION

Master's

MINIMUM EXPERIENCE

3-5 years

PREFERRED EXPERIENCE

5-7 years

CERTIFICATIONS/LICENSES

Certified Financial Planner, CFP or Certified Trust and Financial Advisor, CTFA Preferred

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this role. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

While performing the duties of this role, the employee is regularly required to stand, walk, and sit; use hands and arms; and communicate clearly through talking and hearing. Specific vision requirements include close vision, distance vision, peripheral vision, and the ability to adjust focus. Activities such as presenting, handling materials, and engaging in client conversations are essential. Frequent driving may also be required.

WORKING ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- The noise level in the work environment is usually moderate.
- Occasional Bending or Reaching.
- Light physical effort may be needed.

LANGUAGE ABILITY

Ability to read and interpret documents such as trusts, wills, deeds, and other legal documents, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence and proofread for accuracy. Ability to speak effectively before groups of customers or employees of an organization.

MATH ABILITY

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

COMPUTER SKILLS

To perform this job successfully, an individual must have a thorough knowledge of Windows, Microsoft Office programs, and the World Wide Web. Moreover, the ability to quickly learn and proficiently utilize various financial planning and client management software tools is essential. This skill set ensures efficient and accurate financial analyses and client reporting, supporting our commitment to leverage technology to enhance client services and decision-making processes.

KNOWLEDGE, SKILLS AND OTHER ABILITIES

- Administrative: Comprehension of financial/estate planning concepts Trust accounting and systems Propensity toward business development Solid work planning/prioritization skills Interpersonal communication skills
- Knowledge of principles and practices of organization, planning, records management, and general administration.
- Ability and willingness to provide superior, personalized client service.
- Ability and willingness to project a professional image in all interactions with external and internal clients.
- Ability and willingness to prioritize, multi-task, and keep other team members on task.
- Ability and willingness to follow oral and written instructions.
- Ability and willingness to maintain confidentiality.
- Ability and willingness to work well either alone or as part of a team.
- Ability and willingness to operate standard office equipment, including but not limited to computers, telephone systems, typewriters, calculators, copiers, scanners, and facsimile machines.
- Strong problem-solving orientation.
- Mathematical aptitude.
- Computer skills, including but not limited to Windows and MS Office programs.
- Strong writing, listening, and oral communication skills.
- Strong writing, analytical, and problem-solving skills.

ACKNOWLEDGMENT

I have read the foregoing job description and understand the responsibilities of the job.

Employee: _____ Date: _____

Supervisor: _____ Date: _____