

# Stock Broker Job Description

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## **Duties and Responsibilities:**

- Assist clients in buying and selling of stock, shares, and bonds
- Maintain close contact with clients and manage their investment portfolio
- Identify the buying powers and risk tolerance level of clients
- Design appropriate strategies that will help each client to meet financial goals
- Conduct daily research to identify value of stocks, shares, and bonds
- Identify current market trends and news that affect the stock market
- Inform clients of current scenario and expectations in the stock market
- Manage clients' portfolio information
- Provide advisory services to clients from time to time
- Identify new clients; establish accounts for them and follow up to identify their investment needs
- Hire and train graduates and professionals interested in pursuing career in stock brokering.

## **Stock Broker Requirements – Skills, Knowledge, and Abilities**

- Education: A Master's degree in business finance, economics or related discipline is necessary to succeed as a stock broker. However, a fresh graduate with Bachelor's degree in finance related discipline can start a career in stock brokering. In addition, he or she must have outstanding knowledge of the working of the financial system and stock market
- Researching and reporting skills: To succeed as a stock broker, you must have superb research skills and ability to prepare financial reports. You must be able to surf the web daily and go through financial reports to gather important investment information
- Communication skills: Strong communication skill is paramount to success in the field of stock brokering as clients demand regular update on the status of their investments. You must be able to communicate effectively through writing and electronic presentations

- Computer skills: He/she must be proficient in computer spreadsheet applications. A good understanding of stock trading platforms is also necessary
- Logical reasoning and judgment: A stock broker must be able to make valid judgment after logical reasoning. He/she must be able to monitor market trend and determine if the market is going bullish or bearish
- Interpersonal skills: He/she must have the ability to build and sustain good relations with clients and potential investors. He/she must be able to deliver top-notch customer service to clients and make them believe in the security of their investments
- Confidentiality: Managing clients' investment requires high level of confidentiality, so, stock brokers are expected to keep clients' investment portfolio information secure and away from unauthorized eyes.