**APPENDIX ONE:**
Position Description

Craigs Investment Partners House
158 Cameron Road
PO Box 13155, Tauranga 3141
New Zealand
P. +64 7 577 6049
0800 272 442
F. +64 7 578 3463
headoffice@craigsip.com
**craigsip.com**

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| POSITION TITLE: | Private Wealth Assistant |
| LOCATION: | Wellington |
| PEOPLE LEADER: | Manager – Superannuation, Savings & Broking |
| TEAM: | Superannuation, Savings & Broking |

At Craigs (CIP) we are focused on helping our clients achieve their financial goals and grow their wealth. We believe that where a client's financial future is concerned, our people are fundamental to achieving this. Our collective skills, knowledge and commitment means that we can provide the best possible outcomes for our clients.

The Superannuation, Savings & Broking team is dedicated to assisting clients in realising their financial aspirations, be it saving for retirement, establishing an emergency fund, or expanding wealth through investments. This team offers a comprehensive suite of services and collaborates closely with clients to provide a financial strategy that aligns with their unique needs and objectives.

Private Wealth Assistants are a pivotal support function across all our offices, working closely with Craigs' top performing Investment Advisers to deliver exceptional service to our clients. As a Private Wealth Assistant, I am responsible for acting as a key client liaison, providing high quality administrative and organisational support, and helping to assist Advisers with their day-to-day client transactions.

## WHAT I DO

- Play a pivotal role in delivering a seamless onboarding experience to our clients
- Conduct Ongoing Due Diligence to ensure our client information is complete and current and that work is undertaken in line with all regulatory requirements
- Develop and maintain trusted client relationships and become the first point of contact for non-advisory transactions and queries
- Contribute to the success of our team by providing cover to other areas of the branch, ensuring our Advisers and Clients receive a high level of continuous support
- Prepare and distribute correspondence, reports, and documentation to clients and manage and record their responses
- Meet the day to day needs of our clients which may include placing client orders, FX transactions, new issues, corporate actions and managing account balances
- Assist Investment Advisers with client meeting preparation and attend client meetings as required
- Demonstrate the Craigs' values every day and encourage, support and enable my colleagues to do so also

## WHAT I VALUE


At Craigs, we pride ourselves on creating an environment where our people feel they belong and can bring their best self to work and feel valued. We grow as a team and with our clients and are always looking to support our communities – both internal and external. Our values build the foundation of how we work and how we provide great outcomes for our people and our clients.

## WHAT I BRING

- A relevant qualification in finance, commerce, or business-related discipline (desirable)
- Passion for the financial markets and have a basic understanding of market terminology and knowledge of industry regulation
- Previous experience working within a financial services environment (desirable)
- Experience in the share registries process (NZ, Australia and overseas) (desirable)
- Ability to adapt to new systems and processes quickly, learn new skills and understand complex IT systems
- Excellent time management and organisational skills
- Strong written and verbal communication skills
- High level of accuracy and attention to detail with the ability to prioritise and work to strict deadlines
- Positive and professional client service manner and attitude

## NZX RULES REFERENCED WITH LEGISLATION AND POLICY

The NZX Participant Rules can be found electronically at the following address -

https://www.nzx.com/regulation/participant-rules

CIP policies can be found on the Staff Intranet.