Position Description

Title: Entry Level Portfolio Manager

Reports to: Portfolio Manager

Benefits: Medical, Dental, Vision, Life, FSA, 401(k), Paid-Time Off, Paid Holidays

Job Summary

The Entry Level Portfolio Manager is primarily responsible for portfolio trading and execution of advisors' model portfolios, research, due diligence, updating databases/platforms, rebalancer tool maintenance and updates, and some administrative support as needed. May participate in or develop investment strategies with the assistance of the Portfolio Manager. Ideal candidate has experience with Excel, CRM, Orion, Tamarac and Fidelity/Schwab/TD Ameritrade trading platforms.

Duties and Responsibilities

The Entry Level Portfolio Manager can expect to focus in the following areas:

- Serve as primary contact for prospects and internal advisors as it relates to our Asset Management program.
- Serve as Product Manager for Tamarac AV and Orion, Thompson Reuters, Rebalancer and other reporting/trading software while conducting software maintenance and training.
- Ongoing review of client needs, as well as being able to provide solutions to client issues as it relates to the services of the Asset Management department.
- Training of staff and advisors on all asset management software as necessary.
- Trading and execution of model portfolios designed by IARs or RIAs in the Asset Management program.
- Cash management for all portfolios under the Asset Management department.
- Quarterly drafting of market commentary.
- Monthly drafting of market report.
- Active participation in Executive Committee meetings.
- Responsible for completion of Prospect Presentations and Second Opinion Analyses.
- Client portfolio allocation monitoring/maintenance.
- Performance report template design and draft.

- Maintenance of performance composites.
- Updating databases/platforms.
- Managed account vendor due diligence.
- Custodian and Institutional client interaction for various trading, investment or support matters.
- Other responsibilities as assigned.

Requirement and Qualifications

- Bachelor's degree from an accredited college or university. Preferably in finance.
- CFA or CFP candidate preferable.
- Proficiency with windows-based software (e.g. Word, Excel, and PowerPoint) and Outlook is required.
- Very accurate detailed oriented person who can use (or be trained to use) Excel, CRM, Trading software and Tamarac/Orion and is self-motivated.
- Team player who is organized, trustworthy, analytical, and adaptable who can prioritize, be productive and follow a process (especially trading during market hours).
- Candidate who can juggle working for 3 direct reports in an environment that may appear low key but where standards and expectations are high.
- Strong analytical, organizational and project coordination skills with the ability and experience to handle and prioritize multiple assignments and conflicting deadlines, while providing a high level of client service.
- Ability to work effectively under pressure with tight deadlines, with attention to detail, and the ability to handle conflict and negotiate resolution.
- Ability to be responsible for confidential and time sensitive material.
- Proficiency with windows-based software (e.g. Word, Excel, and PowerPoint) and Outlook is required.
- Excellent written and verbal communication skills – clear, concise and organized.
- Ability to work in a team-based environment, proactively covering and sharing task responsibilities with other team members.
- Be self-motivated, show initiative and creativity in all aspects of work (e.g. creating new methods to streamline tasks).
- Work independently with little supervision and knows when to ask for guidance, clarification, assistance.
- Possess a high level of professionalism, confidentiality, discretion and judgment.
- Solid strategic thinker and problem solver
- Excellent communication skills
- Team player, with strong coaching and listening skills