



PORTFOLIO ADMINISTRATOR/CLIENT SERVICE SPECIALIST

CLIENT SERVICE

Client Service is the successful curation, execution, packaging, and communication of our entire offering in order to fulfill our mission and deliver on our value proposition. Client Service includes all of the activities and tasks necessary to implement portfolio management strategies, deliver investment counsel advice to achieve our clients' goals, and successfully administer planned gifts.

GENERAL DUTIES

- Provide administrative support for assigned Investment Counselors (ICs), Portfolio Managers (PMs) and clients
- Assist assigned PMs with meeting scheduling and preparation
- Communicate effectively with clients
- Prepare correspondence as needed
- Prepare presentation materials
- Assist with setup for in office client/prospect meetings
- Backup client service team members as directed by Client Service Manager

CLIENT SERVICE PROCESSES

- Comply with existing compliance procedures, custodial requirements
- Maintain APX (Client investment accounting and reporting system) database and interface with custodians to monitor clients' accounts (registration, security, cost basis match, and transaction review and coding)
- Maintain ongoing client synergy

CLIENT SERVICE COMPETENCIES

The skills, abilities, and knowledge that enable Clifford Swan's organizational success:

- Work Ethic
- Communicate Effectively
- Responsiveness
- Knowledge of current technology used by the firm
- Attention to detail to attain accuracy
- Multi-task ability

GENERAL ADMINISTRATION

- Maintain orderly client files, purging old reports and unnecessary working papers. Maintain a neat work area, filing paperwork in a timely manner and ensuring that desk is clean of any client-related paperwork at end of day.
- Other duties as assigned.

QUALIFICATIONS

- College graduate or equivalent experience
- 3 to 5 years work experience in financial services industry
- Proficiency in Microsoft Excel, Word and Power Point (Experience with Advent Portfolio Exchange a plus)
- Strong communication skills
- Attention to detail and accuracy
- Ability to work collaboratively and as part of a team
- Must be eligible to work in the United States without sponsorship or restriction

To apply, please send resume and cover letter to info@cliffordswan.com.