CLIFFORD SWAN

INVESTMENT COUNSELORS

Client Service Specialist/Portfolio Administrator
Clifford Swan Investment Counselors
Pasadena, California

Firm Overview

Clifford Swan Investment Counselors is an independent, 100% employee-owned registered investment adviser serving high net worth individuals, families, and not-for-profit organizations. With over $3.7 billion in assets under management and approximately 750 high net worth and institutional clients, Clifford Swan is committed to providing objective investment management and financial advice with personalized, responsive client service. Our longstanding success as a firm is rooted in our values, which prioritize putting our clients first and adhering to the highest ethical standards.

Position Overview

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.

Job Responsibilities

- 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
- Back up client service team members as directed by Client Service Manager
- Comply with existing compliance procedures, custodial requirements
- Maintain Salesforce and Orion (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
- 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.

Qualifications

- Bachelor's degree or equivalent experience
- 3 to 5 years work experience in financial services industry

- Proficiency in Microsoft Excel, Word and Power Point, experience with Salesforce and Orion a plus
- Must have proven attention to detail
- Ability to work both independently and collaboratively as part of a team
- Ability to assign priorities to multiple concurrent, competing requests while ensuring accuracy, completeness, and timeliness
- Strong communication skills
- Candidate must be eligible to work in the United States without sponsorship or restriction

All applications must include a resume and cover letter. Please send this information to Gretchen Lee via email at GLee@cliffordswan.com.