

Trading Specialist

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

The Trading Specialist works within a collaborative culture of experienced investment professionals and client service specialists to deliver wealth management services to Clifford Swan clients. As part of the Investment Team, this role reports to the CIO and provides trading and investment implementation support to the Portfolio Managers and Traders of the firm.

Job Responsibilities

- Assists portfolio managers in implementing changes in model portfolio across client portfolios as recommended by the CIO and/or portfolio managers.
- Monitors and reviews client portfolios to maintain balance across asset classes.
- Makes portfolio recommendations when out of tolerance with targets or as necessary. Activity specifically includes reviewing daily cash positions, margin activity, new cash flow activity (inbound or outbound), monitoring cost basis implications and engaging in a regular portfolio review process.
- Initiates approved trades through our trading platform, RedBlack, under the direction of Portfolio Managers/Investment Counselors.
- Regularly audits and reviews trades for accuracy.

Qualifications

- Bachelor's degree is required
- Experience in financial services with progress towards master's degree or CFA designation preferred
- Must have proven attention to detail
- Understanding of MS Excel, Orion, RedBlack, and Salesforce preferred
- 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
- Candidates must be eligible to work in the United States without sponsorship or restrictions

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