



### Associate - Client Services

Los Angeles based high yield investment manager with over \$17 billion in assets under management is seeking an exceptional individual to join our Client Services group as an Associate. The successful candidate will work closely with senior members of the team to provide a professional and superior level of client service to separate account and commingled fund clients; support for current and prospective client marketing efforts; and assist in building the market presence of the Firm.

#### **Responsibilities:**

- Coordinate client meetings and calls
- Prepare and organize presentations for client meetings
- Utilize Excel to create, update and send client reports in a timely manner
- Respond to client requests and inquiries in a timely, informative, and professional manner
- Participate in the on-boarding of new client accounts
- Relay client feedback to appropriate parties within the organization
- Develop and maintain strong working knowledge of Post's processes and products
- Complete DDQ's while coordinating with other departments, as needed
- Assist in completion of RFP's

#### **Qualifications**

- Minimum of 2-4 years of relevant experience working at an investment manager, institutional manager or hedge fund manager
- Experience working with separate accounts and commingled funds is a plus
- Experience with Salesforce and Outlook is a plus
- RFP and DDQ experience
- High level of proficiency with MS Word, Excel, Adobe Acrobat and PowerPoint are required
- Demonstrates intellectual curiosity, quantitative and analytical skills in areas of moderate complexity
- Knowledge of high yield and bank loan experience preferred
- Bachelor's degree required

#### **Personal Characteristics:**

- Ability to handle multiple priorities in a demanding work environment
- Must possess exceptional organizational as well as verbal and written communication skills
- A problem solver with a strong work ethic, attention to detail, time management and a commitment to follow-up
- Collaborative team player
- Excellent interpersonal skills with an ability to enhance and build strong relationships
- Willing to work some overtime, as required

If interested, please send resume via email to Branna Rose at [brose@postadvisory.com](mailto:brose@postadvisory.com) and Rachel Webster at [rwebster@postadvisory.com](mailto:rwebster@postadvisory.com).