



Sr. 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 a Sr. 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 7-10 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 and Rachel Webster at rwebster@postadvisory.com.