

Job Description

Job Title

Portfolio Assistant

General Job Description

Provide administrative support to Portfolio Managers, including communicating with clients, both verbally and in writing; reconciling internal portfolio reports with custodian records; establishing new accounts, including recording securities transfers; performing administrative tasks; and providing administrative co-ordination with the Trader, Operations Assistants and other Portfolio Assistants.

Specific Job Description

1. Respond to client inquiries and requests for information
2. Reconcile Advent portfolio statements with custodian records, to ensure accuracy of internal records
3. Provide secretarial and administrative assistance, including:
 - a. maintenance of client files
 - b. assistance with trading activities of equities and fixed income securities
 - c. support of other Portfolio Assistants
4. Prepare client reports and marketing presentations and assist with the preparation of account performance reviews
5. Perform other duties, as assigned by Portfolio Managers and the Senior Operations Officer
6. Provide telephone support

Skills & Knowledge

1. Broad knowledge of equity and fixed income securities
2. Excellent client service skills, including good written and verbal communications skills
3. Excellent administrative and organizational skills

4. Excellent PC, Excel and Windows knowledge
5. Ability to multi-task and prioritize independently
6. Strong team orientation and initiative to improve office productivity
7. Excellent personal work habits, initiative and character
8. Basic accounting knowledge

Reports to:

- Portfolio Manager – for client support activities
- Senior Operations Officer – for daily operational activities

Last updated: November 1, 2012