

Bradley, Foster & Sargent, Inc.
Job Description

Job Title

Trading Operations Assistant

General Job Description

Entry-level position assisting the Head Trader and Senior Operations Officer in all administrative and support functions related to the firm's trading desk. Responsibilities include but not limited to supporting the daily activities of the trade desk, assisting with the maintenance of internal information databases, preparing reports for the weekly investment committee meetings and performing other duties as assigned by Head Trader, Director of Research, Portfolio Managers, Senior Operations Officer and Chief Financial Officer. The candidate must have an undergraduate degree in business or finance or equivalent experience with strong attention to detail. He or she must be able to multi-task and prioritize with strong team orientation and people skills in addition to excellent computer skills with a broad knowledge of equity and fixed income securities.