Denver Investments

Job Title: Institutional Portfolio Administrator/Client Service Support

Purpose and Responsibilities

Support portfolio management team with client-related activities and apprise portfolio managers of issues relating to the accounts.
Provide client service, prepare detailed investment reports and respond to regular requests for portfolio-related information.
Prepare marketing presentations for client meetings.
Open and invest new accounts, prepare and ensure accurate trade orders across multiple order management systems, including APL and Models.
Confirm the accuracy and completeness of transactions, performance and data for accounts, including reviewing accounts for discrepancies or irregularities.
Liaise with various departments including marketing, compliance, trading, A/R and accounting.
Maintain client files and post information in our client database (CRM).
Assist the portfolio management team to provide coverage and to manage workflow on an as-needed basis, including ad hoc projects.

Qualifications

A strong mathematical aptitude, accuracy and attention to detail are required.
Knowledge of financial markets and investment terminology necessary.
Proficient in Microsoft Office, including Excel, Word, PowerPoint and Outlook.
Experience with equity trading systems such as Security APL or other WRAP platforms is preferred.
Relevant training and work experience is desired. A college degree or work experience equivalent to a four-year degree is preferred.
A strong work ethic and good organizational skills, with the ability to multi-task is necessary.
Individual must be a team player with effective interpersonal, written and verbal communication skills.

Apply

To apply candidates should send resume and cover letter to:

Mail: Denver Investments
1225 17th Street, 26th floor
Denver, CO 80202

Email: dwalker@denvest.com

Fax: 303.312.0742

About Denver Investments

Denver Investments is a research-driven organization founded on the belief that original fundamental research is the key driver of value-added management. Since the inception of our investment management services in 1958, proprietary fundamental research has been the cornerstone of our investment approach. Today, the firm manages assets for a broad array of individual and institutional investors, and is 100% employee-owned. We believe the firm's organizational independence helps align our interests with those of our clients which enhances our ability to promote their investment success.