

OPERATIONS AND MARKETING ASSISTANT

OVERVIEW

Provide marketing and operational support to marketing and operations teams. Reconcile and maintain accurate cost basis data for all client security holdings and update client portfolio reports. Maintain and update presentation slides and prepare new and existing client presentation booklets, and initiate marketing emails using firm's email system.

RESPONSIBILITIES

Marketing

- Prepare presentation materials for meetings with prospective clients, consultants, contacts and referral sources. In coordination with Marketing Manager assist in updating presentation slides monthly and quarterly as directed. Coordinate with Director of Compliance to ensure all slides are in compliance with all regulatory requirements. Set-up and print all sample appraisal reports used in these presentations. Print, bind and distribute presentation booklets in a timely manner. Maintain presentation log.
- Coordinate with Director of Information Technologies to automate the creation and updating of presentation slides and booklets.
- Use the firm's email marketing system to initiate all email blasts to communicate with the firm's clients and referral sources regarding firm news and events. Assist with the processing of all firm's mailings, including annual holiday card mailing.
- Assist with the planning of marketing functions.

Operations

- Responsible for the updating and reconciliation of all client cost basis data. Review and resolve all daily cost basis position recons for discrepancies during processing. Ensure that new client asset information is set up properly in the firm's portfolio management system, and reconcile this data to source documentation to ensure the firm's portfolio management systems have accurate acquisition dates and cost information. Confirm that cost basis information is updated correctly. Review and initiate action to resolve all discrepancies with transfers and routine security transactions.
- Review all corporate action transactions, such as dividends, stock splits, mergers and bond maturities/calls, to confirm cost basis has been properly adjusted. Annually, coordinate with Operations Lead to research dividend reclassifications and reconcile to custodian Form 1099s. Maintain organized and written documentation on transactions related to all cost basis entries.
- Coordinate Operations work-flow tasks and responsibilities with Operations Lead. Assist with the preparation of portfolio reports for new and existing clients. Generate client portfolio reports, schedules and forms used to support the management of client portfolios using the firm's portfolio management software systems. Ensure that all client master files and other file systems are updated in a timely manner.
- Work with Director of Information Technologies to identify systems and processes to better automate the reconciliation process of cost basis and other Operations tasks and reporting.

General

- Assist with the completion of special projects as assigned.
- Work as a team player to ensure that all aspects of the job are completed as efficiently as possible.
- Use initiative to develop and improve skills to more effectively complete all aspects of the job.

JOB REQUIREMENTS

Minimum of 3 years of experience in operations, accounting and/or marketing. Position requires strong competency with computer systems and technologies. Aptitude in accounting and investments/securities reporting with strong problem solving and analytical skills required. Experience with test-driven quality assurance, system automation, scripting and macros preferred but not mandatory. Highly proficient in Microsoft Word, Excel, Outlook, and PowerPoint. Attention to detail a must. Excellent organizational, written communication, and interpersonal skills are essential, as well as the ability to produce high-quality reports and booklets of various types in a timely, error-free manner. Individual must be team oriented and able to work in a fast-paced, team environment yet think and work independently, set priorities, take initiative, and be available to work flexible hours and weekends when needed. Must be able to work with minimal supervision with people throughout the firm. Utmost discretion required. Some college preferred.

Please respond to careers@badgley.com with resume if interested.