

## Investment Operations Associate Job Description

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*Retirement Strategies, Ltd., an independent Registered Investment Adviser, is seeking an Investment Operations Associate to assist us in our mission of helping clients achieve their financial goals. This is your chance to play a key role in the future success of our fast-growing organization!*

### Description

The Operations Associate plays a critical role in the back-office functioning of our firm. With responsibility for the day-to-day operational duties of the firm, the Operations Associate helps monitor accounts and investment allocations, manage and maintain client systems and assists with maintaining data for compliance purposes.

### Responsibilities & Activities

- Generate client reports and manage quarterly reporting and fee process
- Manage Portfolio Rebalancing system
- Execute securities transactions in a timely and efficient manner consistent with the firm's best execution policies
- Maintain data in Portfolio Management System
- Handle miscellaneous operational activities
- Maintain compliance policies and documentation
- Understand compliance issues, work collaboratively with leadership to adhere to all compliance requirements
- Enter client information into Comprehensive Financial Planning Software and generate wealth planning reports
- Assist clients in aggregating their accounts into the system
- Develop and maintain written documentation (systems) of all activities
- Perform other duties as assigned

### Knowledge, Skills, & Abilities

- Requires:
  - Excellent attitude and an extraordinary client service orientation
  - A strong focus on getting the details right
  - Excellent organizational and time management skills
  - An ability to handle multiple tasks within tight time frames
  - Proficiency with Microsoft Office Suite
  - Strong analytical and research skills
  - Strong verbal, written, presentation, and interpersonal communication skills
  - BA/B S degree in finance-related field from an accredited institution
- Helpful:
  - Interest in and knowledge of financial markets and investment securities
  - Previous securities industry experience
- Benefits
  - Salary is commensurate with experience.
  - Retirement Plan
  - Vacation Time
  - Flexible work environment in a professional office location in Dublin, OH

This is an opportunity to play a key role in the path your career takes and in the continued success of our company. Our culture is fast-paced, collaborative, and focused on improving our client's lives.

For more information about our company, please visit our website [www.retirement-strategies.com](http://www.retirement-strategies.com).

If you're interested in this opportunity, please send your resume and letter of interest to Jay Lindner at [jlindner@retirement-strategies.com](mailto:jlindner@retirement-strategies.com)