

Private Client Associate

Opportunity

We are currently seeking a Private Client Associate to join our Client Administration team. In this role, the successful candidate will be responsible for providing administrative and operational support to one or more Senior Consultants. Your responsibilities will include assisting clients, researching problems, processing account forms, maintaining account records, and preparing client correspondence. You will be working in a fast paced, professional environment, while partnering and supporting the Senior Consultants to ensure a superior all-around client experience.

Primary Responsibilities:

Client Meetings:

- Schedule & track client meetings and collaborate on agendas
- Assist Senior Consultants in preparing all necessary materials and requirements for client meetings
- Provide follow up support on meeting action items, as directed by Senior Consultants

Client account management:

- Prepare and maintain compliance and KYC records for new and existing clients
- Prepare all required client documents and forms including new client application forms, subscription agreements, redemption forms, capital calls etc. as necessary
- Liaise with clients via telephone and email to effect completion of the required account set up and transaction documents in a timely and efficient manner

Client Reporting:

- Maintain up-to-date client records in the firm's client reporting and relationship management database
- Liaise with the clients' financial institutions including banks, brokers, agents and custodians as required
- Prepare and reconcile monthly client reports using internal and external sources
- Track all client investment and capital commitments and monthly financial activities

Qualifications:

- Work experience in a financial environment
- University degree (business or finance concentration an asset)
- Excellent verbal and written communication skills, with fluency in English
- Strong Microsoft Office fluency, particularly Excel

Key attributes:

- High degree of accuracy and attention to detail
- Ability to prioritize, multi-task and work in a fast-paced environment
- Strong analytical and problem-solving abilities
- Able to work well within a team environment and in a collaborative manner
- Able to work independently and proactively with minimum management supervision
- Willingness to go above-and-beyond continuously to provide a first-class client experience
- Flexible to work early or late on occasion
- Willingness to learn is a necessity

Compensation:

- Industry competitive salary
- Performance based bonus structure.
- Health Benefits via health spending account
- 3 weeks' vacation
- Career advancement with demonstrated performance

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