



## Operations Associate

### Firm Description

Prime Quadrant is an investment research and consulting firm that empowers family offices and ultra-high net worth investors to make better investment decisions. We are trusted advisors to over 100 families across the country with over \$13 billion in Assets under Consultation.<sup>1</sup>

Our culture is best described by what we call the Prime Quadrant PATH – we are **P**urposeful, **A**uthentic, **T**enacious and **H**umble. We love the work that we are privileged to do, the wonderful group of clients we are fortunate to serve and the exceptional team we have assembled. We have been on a strong growth trajectory for several years and are looking for a talented person with aligned values to join our team.

### Role Description

We are currently seeking a highly organized self-starter to join our growing team as an Operations Associate. In this role, the successful candidate will report to the firm's Operations Manager and be responsible for supporting the firm's Senior Consulting Group and Investment Team as part of the firm's middle and back office Operations Team

### Primary Responsibilities:

#### *Client record keeping, database management, fund accounting:*

- Maintain and update new/existing client investment data within Portfolio Management System
- Maintain and reconcile investor share registries, ensuring discrepancies are addressed in a timely manner
- Liaise with various Fund Administrators, Hedge Fund Managers, and Custodians in order to exchange & reconcile client investment data on a monthly and an as-needed basis
- Various trust accounting duties including reconciliation of bank accounts with internal databases
- Review internal trade tickets, maintain order blotters, and produce monthly trade logs

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<sup>1</sup>For many of our clients, we provide consulting services for all of their assets and use the Assets Under Consultation metric of measurement as we believe we have an impact on all assets held by clients whether or not we directly introduced those assets to them or not. Assets Under Consultation is different from the more traditional Assets Under Management metric of measurement.

- Participate in the maintenance and updating of processes and procedures manual for the department

***Client Service team support:***

- Assist the Consulting Teams with on-boarding new clients into the firm's reporting system
- Assist the Investment Team with loading and maintaining new investment products into the reporting and CRM systems
- Create and issue client trade confirmations, monthly 'snapshots', quarterly statements, and annual CRMII reports utilizing both the firm's Portfolio Management & CRM Systems
- Troubleshooting for staff when they encounter client administrative and reporting issues
- Review client KYC folders for completeness prior to CCO review

**Qualifications**

- Minimum of 3 – 5 years of administration experience in a fund accounting and client record keeping environment
- University degree or college diploma (business or finance concentration preferable)
- Completion of CSC, CPH and/or IFIC Operations course would be a definite asset
- Excellent verbal and written communication skills, with fluency in English
- Exceptional Excel skills and experience working in a database environment

**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
- Willingness to go above-and-beyond continuously to provide an exceptional client experience
- Flexible to work 'overtime' on an as-needed basis, dependent upon workloads and project deliverables

**Compensation**

- Industry competitive salary with a performance-based bonus structure
- Health benefits via participation in the firm's health spending account



**To express interest in this opportunity or for more information, please email [careers@primequadrant.com](mailto:careers@primequadrant.com) with the subject line “Job Application – Operations Associate”.** Please note that while we appreciate hearing from all qualified candidates, only those applicants whose background and experience align with our requirements will be contacted.

*Prime Quadrant is committed to fair and accessible employment practices and we are committed to providing accommodations for persons with disabilities. If you require accommodations in order to apply for any job opportunities, or require this posting in an additional format, please contact us at [careers@primequadrant.com](mailto:careers@primequadrant.com) or call 647 749-4118. If you are contacted by Prime Quadrant regarding a job opportunity or testing and require accommodation in any stage of the recruitment process, please use the above contact information. We will work with all applicants to determine appropriate accommodation for individual accessibility needs.*