**About AdvisorNet Financial**

AdvisorNet Financial is growing. We are looking for a **Portfolio** **Trading** **and Systems Administrator** to join our Portfolio Partners team. Advisornet has been an innovative leader in the financial services industry for over 60 years. We provide the services and support independent financial advisors rely on to operate their firms efficiently and competitively. Over the years we've developed a vast network which allows us to provide our 300+ independent advisors access to the support services and industry partners that advisors in large institutions enjoy without having to be part of a large institution. For more information, please visit us at [www.advisornet.com](http://www.advisornet.com).

Portfolio Partners is a boutique, turn-key, third-party asset manager with nearly $1.5B under management. We provide a robust back-office service team with more than 40+ collective years actively managing portfolios and over 13+ years of GIPS verification. Our resources and expertise provide the Advisor with one key thing, time. Time to prospect, grow their book of business, devote more time to their clients and family and time to pursue their personal passions while their clients’ portfolios are professionally managed.

Portfolio Partners is growing within AdvisorNet and looking for a candidate that has experience in trading, portfolio analysis/administrative and client service for the investment/portfolio team. As a **Portfolio** **Trading** **and Systems Administrator**, you will directly support the portfolio management team. They will be responsible for trade execution and rebalancing using Envestnet Tamarac rebalancing software. This individual is the client relationship manage for Portfolio Partners advisors/clients and team. You will be a point of contact for advisor/client matters, anticipate the client's needs, manage projects and work within the company to meet client deadlines. The ideal candidate will have experience as a portfolio administrator and is highly motivated, detail oriented, and must have the ability to multi-task. Must also have strong communication and organization skills and is passionate for investment management. Come join a company that prides itself on growth and employee advancement in portfolio management!

**Responsibilities**

* Trade and reconcile accounts in a timely manner
* Generate proposals & IPS’s (Investment Policy Statements) as requested
* Aid advisors in recommendations related to proposal requests
* Onboard new clients (advisors) in Portfolio Partners
* Maintain existing advisor relationships / client accounts by providing white glove service
* Compile GIPS® composite performance data using Opturo. Ensure performance data accurately reflects the status of the portfolios.
* Maintain all client and workflow related tasks and communications in Redtail (CRM system)
* Communicate in collaboration with marketing and compliance on investment strategies and portfolio updates
* Maintain compliance integrity and tracking of communications
* Respond directly to advisors and their support staff
* Recurring and ad hoc reporting for internal team and clients using software such as Tamarac and Redtail
* Investment and operational projects, as needed
* Additional duties as they arise

**Qualifications**

* College degree or higher, preferably in finance, economics, marketing.
* Series 7 and 66 preferable
* 3-5 years of Investment operations experience
* Advanced experience with Tamarac or similar system will help differentiate a candidate
* Experience working on platforms such as NetX360, Tamarac, Albridge, BlackDiamond, Morningstar, Portfolio Center, Opturo or similar investment technologies
* Advanced Microsoft Excel skillset
* Someone who is positive, driven, creative problem-solver and devoted to being a team player, striving for concierge level customer service and maintaining a professional demeanor.
* Professional and personable presence, communication skills and phone skills
* Strong interpersonal skills required to develop team and client relationships
* Excellent follow-up and follow-through
* Organized, meticulous, detail-oriented and ability to multi-task
* Able to operate in a fast-paced environment

*Disclaimer: This job description is only a summary of the typical functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. Responsibilities, tasks, and duties of the jobholder might differ from those outlined in the job description and other duties, as assigned, might be required.*