

Investment Advisor Analyst

Company	<p>Paladin Advisors is a small, sophisticated and rapidly-growing investment advisory firm that serves private and institutional clients on a fee-only basis. Our corporate culture promotes excellence, accountability, transparency, and humility. We take a team approach to supporting clients and solving problems.</p>
Position	<p>We are looking for a highly motivated individual to assist with the operational and analytic requirements of a boutique investment advisory firm, one who has the capacity to grow into a more responsible role through experience and skill. Tasks are varied but include: managing critical investment databases and tools, trade administration and reconciliation, assistance with quarterly performance reporting, and routine client services, liaising with our custodians, prime brokers, and external providers; and general office support.</p>
Qualifications	<p>Qualified candidates will demonstrate the following skills and/or traits:</p> <ul style="list-style-type: none">• A commitment to excellence in all that he/she does• Enthusiasm for new challenges, ongoing learning and self-education• A proactive approach to managing priorities, with an ability to multi-task• A keen eye for detail and an attitude of accountability• Personal warmth and sophisticated communication skills• Demonstrated excellence in written correspondence• A desire to work in a small, close-knit team, collaboratively and independently• Strong quantitative skills and expertise in Excel• Familiarity with Fidelity and/or TD custody operations is a plus• An undergraduate degree in economics, accounting and/or finance
Compensation	<p>Compensation is generous for those who are well-qualified for the job</p>
Contact	<p>Please review your skills candidly and, if you believe you are suitable, send a cover letter and resume to Sean McMullen (sean@paladinadvisors.com)</p>