

Investment Administrator

Role	Long-term temporary role with the option to move to full-time for the right individual
Company	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.
Position	We are looking for someone to assist with the administrative and operational requirements of a boutique investment advisory firm. Tasks are varied but will include setting up and administering client accounts, assisting with routine client services, trade administration, liaising with our custodians, prime brokers, and external providers, and providing telephone coverage. General office support is part of the job.
Qualifications	Qualified candidates will demonstrate the following skills and/or traits: <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• An undergraduate degree from a four-year (preferred) institution• Familiarity with Fidelity and/or TD custody operations; basic knowledge of trusts, retirement vehicles; and quantitative proficiency are all pluses
Compensation	Compensation is generous for those who are well-qualified for the job
Contact	Please review your skills candidly and, if you believe you are qualified, send a cover letter and resume to (careers@paladinadvisors.com)