



## Investor Services Associate

*Do you enjoy working in the financial services industry?  
Do you want to broaden your skills in a small, multi-faceted investment firm?  
Do you value working directly with clients and financial professionals?*

*... If so, let's talk!*

**About Anderson Hoagland** - Founded in 1980 and based in St. Louis, Missouri, Anderson Hoagland (AHCO) is a registered investment advisor providing investment management and advanced financial counsel to individuals, trusts, corporations, and tax-exempt organizations. The firm currently manages approximately \$1 billion of client assets and is dedicated to developing long-term, trusted relationships by providing superior client service and knowledge-based investment leadership. To learn more about the firm and its services, visit [www.ahco.com](http://www.ahco.com).

**Available Position** - AHCO is growing its team and seeks an **Investor Services Associate** who wants to pursue a career in the investment management business. The ideal candidate brings an organized and detail-oriented approach to the position together with strong client service skills and a positive professional demeanor. This is the perfect role for someone who loves to own projects, improve processes, and thrives in creating an exceptional client service experience. The position requires an entrepreneurial mind-set and the ability to work steadily on multiple tasks within a collegial but fast-paced workplace.

**Responsibilities** - There are two important areas of responsibility involved with this position.

### **CLIENT SERVICES**

- Support all aspects of onboarding new clients, including execution of management agreements, custodial agreements, and transfers of assets to new accounts.
- Respond to client transaction and information requests, including accurate and secure funds transfers and tax information.
- Cooperate with client advisors such as attorneys and accountants.

### **OPERATIONS AND COMPLIANCE**

- Support all aspects of securities trading, including trade settlement, affirmation, and error resolution.
- Reconcile data transmission of client securities and trade data from custodians to the AHCO portfolio management system and work with counterparts at custodians to correct errors.
- Verify calculation of quarterly client fee invoices.
- Conduct periodic compliance testing in conjunction with the firm's third-party compliance consultant.

- Maintain office supplies and equipment, marketing materials, client records, and office policies and procedures.

### **Qualifications**

- Bachelor's degree.
- Prefer two years of experience providing administrative or operations assistance in a client-centric financial services firm.
- Proficiency in Microsoft Office products (including Word and Excel; PowerPoint a plus).
- Experience with portfolio and client relationship management software and platforms helpful (e.g., Orion, Red Tail, Schwab Portfolio Center, Black Diamond, etc.).

### **Other Skills & Abilities**

- Proven ability to work independently and as part of a team.
- Strong attention to detail.
- Ability to anticipate potential problems and initiate constructive action.
- High level of personal integrity and an ability to maintain strict confidentiality regarding clients and company business.
- Strong verbal and written communication skills, including polished phone and email presence.
- Good sense of humor and ability to function and multi-task within a team.

**Location and Hours** - The office is located in St. Louis, Missouri in the suburban municipality of Ladue. A full time employee (40 hours per week) is preferred but the firm will consider hiring a highly qualified part-time employee. There is flexibility to work a hybrid schedule between office and home as well as less than a full-time schedule.

**Compensation Package** - Anderson Hoagland offers a multi-tiered compensation structure including a competitive base salary, annual performance-based bonuses, employer-sponsored group health insurance, paid personal days, and participation in the company's profit-sharing plan.

**Ready to Apply?** - If you are interested, qualified and ready to take the next step, apply on-line at [www.getcollaborative.com/careers](http://www.getcollaborative.com/careers). All inquiries and resume submissions will be treated as strictly confidential. Please do not contact AHCO directly.

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