

## About the job



### About Litman Gregory and iM Global Partner

Litman Gregory, based in the San Francisco Bay area, recently joined iM Global Partner, a worldwide asset management network. Founded in 1987, Litman Gregory offers mutual funds, wealth management, and research services all driven by strong asset allocation and manager selection expertise.

iM Global Partner has built a global network of relationships built on trust, respect, and integrity with success shared among all. Excellence and quality are core to our values, and interactions are driven by human connection. We believe that 'Performance is born out of people' and that is clearly the case for our team of hard-working, motivated employees, based in 16 locations worldwide. Litman Gregory is now part of this young multi-national company which is growing fast. And as we grow, so will you. We believe that our company provides an important opportunity for people to expand their skill set and make their mark.

We have very high standards for our work and our investments are for the long term. This philosophy is reflected in our hiring process. We work hard to find the right fit and as a result we have a team of high performing, motivated and creative individuals.

### The role

We are seeking an efficient and detail-oriented **Associate – Wealth Management Operations** to join our team in Walnut Creek. Your chief responsibilities will be to provide support to the Operations and Wealth Management Services Team with a focus on high-quality, efficient output to operations processes and procedures.

#### *Main responsibilities*

- Timely and accurate review of custodian trade and transaction data used by downstream applications for the benefit of our Wealth Advisors, Client Service, Private Funds and Operations teams
- Submit advisor-approved trades through Tamarac Trading platform and execute to custodian; communicate directly with custodian to trouble-shoot data and trading issues
- Develop working knowledge of various applications and databases (i.e. CRM, Portfolio Center, Tamarac, and our report collating application) in support of trading and reporting
- Generate data reports for use in client and advisor reporting and industry surveys
- Prepare client tax and performance reporting packages; process package assemblies, mail-merge, and deliver via upload to Litman Gregory secure client portal
- Provide general support to Operations Team and, as capacity permits, other internal teams (i.e. Private Funds and/or Compliance)
- Work as a collaborative team member to clearly communicate task status updates to teammates using both written and verbal methods as appropriate

## **Skills and experience**

### *Essential*

- Familiarity with investment related data points (either through coursework or job experience)
- Experience working with data sets and data reporting applications
- Highly organized and disciplined to work independently, multitask, and reliably meet deadlines.
- Detail oriented to ensure complete accuracy of work.
- A work ownership mentality and proactive approach to learning, and problem-solving
- Clear and effective verbal and written communication skills
- Proficient in MS Office Suite including MS Word, Outlook, and Excel

### *Desirable*

- 1+ years prior experience in Operations and/or Client Service role with an investment advisory or other financial services firm
- Experience with a portfolio accounting system such as Tamarac, Portfolio Center and Microsoft Office Dynamics CRM
- Familiarity with trade submission and execution processes a plus
- Bachelor's Degree preferred; Equivalent work experience may be substituted for college

## **Location**

This role will be located in our Walnut Creek, CA office.

Litman Gregory and iM Global Partner are equal opportunity employers. We celebrate diversity and are committed to creating an inclusive environment for all employees. Litman Gregory and iM Global Partner encourage applications from people of all races, religions, national origins, genders, sexual orientations, gender identities, gender expressions, and ages, as well as veterans and individuals with disabilities.

If you are ready to join a team focused on excellence and ready to reap the rewards that come with it, then we invite you to apply with your resume and a short cover letter to **recruiter@lgam.com**