Payden & Rygel

Junior Client Portfolio Manager

Date of Request: 3 March 2020

Hiring Manager: Tom Elder, SVP; Portfolio Management; +1 213 830-4221 or telder@payden.com

Job Title: Junior Client Portfolio Manager, Los Angeles

About the Firm: Payden & Rygel is a large, privately-owned global investment adviser based in Los Angeles, CA. Founded in 1983, we are a leader in the active management of fixed income and equity portfolios and work with nearly 400 institutional clients located across the globe. Advising the world's leading institutions and individual investors, we provide strong performance and real-world strategy for the global economy and capital markets. We have offices in London, Boston, and Milan, but the majority of our 200+ employees are based in our downtown LA office.

Job Description: The position ultimately requires ability in four major areas:

Portfolio Analysis and Management:

- Assist the Portfolio Management group in monitoring portfolios daily for adherence to guidelines, client objectives and product strategy.
- Monitor monthly returns relative to benchmarks and consultant or other third-party intermediaries.
- Interact with strategy and trading groups in implementing the appropriate investment policy in portfolios.
- Develop an understanding of capital markets and P&R’s investment strategies.

Relationship Management:

- Assist senior Client Portfolio Manager in the management of clients’ day-to-day needs, including questions related to the portfolio and requests for information.
- Proactively communicate with clients regarding markets as well as Payden & Rygel’s opinions and ideas.

Communication:

- Communicate effectively with internal parties regarding account-related issues including, but not limited to, cash flow information, client concerns and issues, and strategies employed.

- Identify and consult the appropriate internal personnel to educate oneself on issues related to the above items.
- Ensure that monthly and quarterly reports are completed and disseminated to clients on a timely basis.
- Maintain up-to-date records and documentation on all accounts.
- Provide monthly commentary and performance attribution for those accounts that require it.

Business Development:

- Identify opportunities to introduce other Payden & Rygel products and services to clients and consultants.
- Assist Portfolio Management group in developing marketing materials and ideas.

Strong candidates will:

1) At a minimum, have a four-year bachelor's degree and some prior experience in the financial industry, as well as familiarity with terminology and processes. We have a strong preference for those with their CFA charter or those in the process of earning the charter.

2) Have a natural sense of curiosity and willingness to learn about the bond markets and our strategies.

3) Be highly organized and forward thinking when it comes to looking at current processes and how to improve them.

4) Be flexible enough to be able to work with all people in the department, as well as individuals in other departments.

5) Be willing to start with some of the more basic, repetitive tasks the group deals with, such as monthly reporting, quarterly reporting, presentation production, and consultant reports.

6) Have strong communication skills, both spoken and written. Fluency in foreign languages also a plus.