



## Senior Operations Analyst

**PLEASE BE SURE TO INCLUDE RESPONSES TO THE FOUR QUESTIONS BELOW IN YOUR COVER LETTER. PLEASE COMBINE COVER LETTER AND RESUME INTO ONE FILE AND EMAIL TO APPLY.**

Angeles Investment Advisors, LLC is an employee-owned investment management firm that offers strategic leadership in crafting investment programs for foundations, endowments, pensions, operating charities and families that advance our clients' missions, values and objectives.

Angeles seeks a person to join the Operations team to support the Director of Operations and assume responsibilities relating to back-office functions. Candidates must be extremely detail-oriented, organized, able to take initiative, and capable of prioritizing and handling multiple assignments simultaneously.

### **PRIMARY RESPONSIBILITIES TO INCLUDE**

- Recommend rebalancing trades in OCIO portfolios and prepare/maintain necessary trade documentation.
- Execution of mutual fund, ETF, and bond trades
- Processing of client wires and capital calls
- Coordinate aspects of Fund of Funds operations with internal teams and fund administrators, including cash management, ETF trading, wire approvals, preparation/maintenance of necessary trade documentation and ongoing document requests.
- Serve as primary back-up for Director of Operations

### **QUALIFICATIONS**

Candidates must have a college degree and 3-5 years of relevant experience. Strong verbal, writing, and quantitative skills are required, as well as proficiency with Word, PowerPoint and Excel. We are looking for a motivated and self-directed candidate. Must have ability to work well on a small team and handle multiple responsibilities.

### **COMPENSATION**

Salary range \$85K-\$110K; based on experience. Health and profit-sharing benefits, and discretionary annual bonus included.

### **LOCATION**

This position is located in Angeles' Santa Monica, CA office. Angeles offers work from home flexibility, but candidates must be located in or willing to relocate to the Los Angeles area.

### **PROCESS**

Interested parties should send a resume and cover letter outlining how you meet the requirements stated herein to [jobs@angelesinvestments.com](mailto:jobs@angelesinvestments.com). **Please be sure to include responses to the four questions below in your cover letter.**

We recognize the challenge of starting a new role with a new company during this uncertain time. Our recruiting process for this position will be virtual. No telephone inquiries will be accepted for this position.

### **QUESTIONS**



1. **What is the most important quality you are looking for in your new position?**
2. **Why are you interested in working at Angeles Investments?**
3. **Administering client-related tasks such as money movement and paperwork requires attention to detail. Please give an example of successfully fulfilling a complex client request and an example of troubleshooting a problem and the related solution.**
4. **In this role, you will be required to work with multiple professionals across our research and investment teams, in addition to direct interaction with vendors and clients. Please describe your experience multi-tasking while maintaining focus on the details of the task at hand.**

*Angeles Investment Advisors, LLC and its subsidiaries provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.*