



## Data / Portfolio Analyst

### Position Description:

The Data / Portfolio Analyst will be responsible for trading-related data, security attributes, user fields, data integrity, index information and assisting Portfolio Managers with investment activities to enhance performance and achieve consistent client returns for Post Advisory Group. The position has both day-to-day responsibilities to ensure information and trade allocations are recorded accurately, as well as project components that require planning and strategic thinking. This position is on the Investment Team and works closely with the Portfolio Managers, Traders, Technology, Compliance, Operations, and Client Services teams.

### Essential Functions:

- 1) Assist with managing the firm's proprietary security master platform and workflow with an eye toward automation and continuous improvement
- 2) Work with a broad set of teams to ensure security setup are up-to-date
- 3) Assist portfolio managers in allocating trades
- 4) Work with teams across the firm to understand and document data and workflow requirements
- 5) Identify and resolve data discrepancies across systems in a timely manner
- 6) Perform ad-hoc reporting or special projects as required.
- 7) Provide accurate and timely support, analysis and data for client presentations.
- 8) Become knowledgeable & proficient in several data and investment systems including Bloomberg, Charles River and Aladdin
- 9) Work closely with Technology team on various project to further enable business process improvement
- 10) Create quality control metrics to identify potential data issues and solve as required

### Required Qualifications:

- Bachelors degree.
- Ability to become knowledgeable in various data vendor platforms and software tools
- Strong analytical skills with advanced excel skills.
- Experience working with large datasets using Excel or other business intelligence software
- Enjoys working on time sensitive tasks and data
- Knowledge of Python
- Must be self-motivated, client-driven, competitive and results oriented.
- Strong interpersonal skills with the ability to interface with multiple teams and individuals at various levels
- Strong aptitude for investment solutions such as Bloomberg and Charles River and the ability to gather and synthesize relevant data from various tools at Post
- Attention to detail, accuracy and timeliness with the ability to work under tight deadlines and market hours



## **Reporting Relationships:**

**This job reports to: CIO, Post Advisory Group**

This position is in Los Angeles.

## **About Post Advisory**

Post Advisory Group is a leading multi-strategy, value-oriented asset manager specializing in global high yield and senior loans. Post currently manages over \$17 billion of assets on behalf of institutional investors around the world as well as high net worth individuals. The foundation of Post's successful long-term track record is our commitment to investment research excellence. Our investment process focuses on rigorous bottom-up fundamental credit research and analysis, with an emphasis on investments with strong downside protection in high quality businesses. In addition, we augment our research process with a top-down macro and technical overlay to enhance risk management and tactically position our portfolios for strong relative and absolute performance through macroeconomic and market cycles.

## **How to Apply**

Please submit your resume and cover letter for review to Branna Rose, Senior Manager of Human Resources: [recruiting@postadvisory.com](mailto:recruiting@postadvisory.com)