Canterbury Consulting

Job Posting—Portfolio Administrator

About Canterbury Consulting

Canterbury Consulting, Inc. ("Canterbury") is a 60+-person professional services firm that provides investment advice to a broad set of clients with net assets ranging from $10M to $3B. Clients are both tax-exempt - public and private foundations, endowments and pension plans - and taxable - corporate plans and high net worth and ultra-high net worth individuals and families - and invest in both traditional assets such as public equities and bonds and alternative assets such as private capital, hedge funds and real assets (commodities, real estate, etc.). Canterbury customizes each client's portfolio based on his or her needs, wants, risk preferences and liquidity requirements. The average tenure of Canterbury's clients is 10+ years.

Portfolio Administrator at Canterbury Consulting

When you join Canterbury as a Portfolio Administrator on our Client Services team, you will have a direct impact on the investment success of foundations, endowments, and families through your work implementing changes to client investment portfolios and the accurate and timely processing of trades and money movements. In addition, our Client Services team manages all aspects of the custodian relationship on behalf of our clients.

The Portfolio Administrator at Canterbury Consulting is a critical part of our clients' success and is a challenging and rewarding role for the right individual.

The successful Portfolio Administrator has the following characteristics:

- An extremely high level of attention to detail and quality of work
- The ability to multi-task, balance competing priorities, and meet deadlines
- Excellent written and oral communication skills
- Completion of a four-year degree
- Preferred three years of client service or operations support at a RIA (registered Investment Advisor) firm, banking institution, money management company

The primary responsibilities of Portfolio Administrators are to…

- Administer the implementation of client portfolio rebalances to include a combination of Institutional Advisory, Wealth Management, and Discretionary clients
- Be a primary point of contact for all client custodian relationships as well as with money managers
- Preparation of manager documentation as required for rebalancing; including subscriptions, additions and redemptions
- Preparation of custodial documentation as required for rebalancing; including new account applications, trading authorizations and wire transfers
- Acts as a primary point of contact with all client custodians and money managers

- Process daily operational workflow and ensure the quality, accuracy and integrity of the workflow process
- Act as a liaison between custodians and our clients and interact frequently and professionally with other members of the Canterbury team

At Canterbury, we expect our Portfolio Administrators to learn at a fast pace in a demanding environment, and demonstrate excellent problem solving and troubleshooting skills. From your first day on the job, you will be an integral part of the process in helping our clients achieve investment success.

Please contact: careers@canterburyconsulting.com

Website: www.canterburyconsulting.com

Canterbury Consulting is located in Newport Beach, CA