



Position: Client Reporting Associate
Location: Los Angeles, CA

Company

Overview: Causeway Capital Management LLC provides equity investment management services to corporations, pension plans, public retirement plans, sovereign wealth funds, Taft-Hartley pension plans, endowments and foundations, mutual funds, charities, private trusts, wrap fee programs and other institutions. The majority employee-owned firm, based in Los Angeles, began operations in June 2001 and manages international, global, and emerging market equities. Causeway employs a unique blend of fundamental and quantitative investment strategies and offers its clients access to the firm's proprietary risk analytics.

Position

Overview: Will report directly to the Director of Client Reporting, who reports to the Chief Client Service Officer. Associate responsibilities include:

- Support the reporting team with the generation, examination, and delivery of monthly/quarterly reports to clients and consultants
- Coordination and completion of client questionnaires, including new reporting deliverables related to Environmental, Social, and Governance (ESG)
- Create presentation material for client meetings
- Complete data requests for clients or internal departments on a scheduled and ad hoc basis
- Maintain client/consultant contact databases in CRM databases

Skills and Abilities:

- Bachelor's degree required with strong academic credentials
- 1-3 years' experience in an operations or data reporting associate role
- Strong analytical and detail-oriented aptitude, with a noted high level of accuracy
- Demonstrated team-oriented individual, balanced with the ability to conduct independent work
- Highest level of ethics

Please visit us at <https://www.causewaycap.com/about-causeway/careers/>

Qualified applicants will receive consideration for employment without regard to the fact or perception of their race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, military and veteran status, or any other basis protected by applicable federal, state or local law.