



Job title	<i>Research Team Member (Associate or Analyst based on level of experience)</i>
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Job purpose

AndCo is looking for a team member to support the Research Group. This position is responsible for creation and delivery of investment manager search reports, asset allocation studies, and investment and market-related analysis. The role requires a broad understanding of investment asset classes, vehicle types, and performance calculations. The associate must have the ability to prioritize and manage multiple diverse assignments simultaneously. Strong written communication skills and the ability to work effectively in a team environment with tight deadlines is critical.

Duties and responsibilities

- Work as part of the Research Group supporting client requests for investment manager searches, asset allocation studies and other deliverables.
- Communicate with team members and consultants to facilitate the selection of appropriate investment managers.
- Communicate with investment managers and recordkeepers to confirm investment availability, minimums, fees, account structures.
- Generate and thoroughly review client-ready reports.
- Assist in the preparation of monthly and quarterly market update reports.
- Collect, file, and maintain investment manager communications, information, and contact details within multiple databases.
- Follow and track investment firms and strategies for qualitative and quantitative compliance.
- Meet with investment managers and review investment strategies.
- Support other team members during times of peak volume.
- Participate on Special projects as needed.

Qualifications

- Bachelor's degree from an accredited university (Finance and Accounting majors are preferred).
- PC proficiency including Microsoft Office.
- Strong written and verbal communication skills.
- High attention to detail and ability to meet deadlines in a time-sensitive, high-pressure environment.
- Organized self-starter with the ability to multitask effectively.
- Comfort with using various third-party software and databases.
- Familiarity with Morningstar Direct helpful.

AndCo, an independent, SEC registered, institutional investment consulting firm, is looking to grow our research department. Our firm is guided by the mission of putting client first. We offer a dynamic environment, and emphasize integrity and respect in everything we do.

If interested, please submit your resume to: recruiting@andcoconsulting.com