

Client Support Analyst – New York

We currently have an exciting Client Support Analyst position open for our Worldwide Client Service team. We are seeking an outstanding individual with good financial background. This position will be filled quickly. The Client Service team works with clients around the globe, helping them to research and analyze the mutual fund industry. This is an entry level role within our organization with potential for growth. The incumbent will be exposed to the US and global fund industry as well as variable annuities, and will have the opportunity to learn to use Simfund, the most comprehensive database in the mutual fund industry, and help clients solve day to day as well as strategic problems.

RESPONSIBILITIES

- Identify and communicate client needs to appropriate team members
- Provide support to account/research teams and/or client by responding to ad-hoc data requests, answering questions, and providing basic technical support and analysis
- Serve as a primary point of contact to junior-level client contacts
- Analyze and manipulate proprietary (Simfund) data in order to develop actionable research topics
- Develop solid understanding of our business/industry and how the data can be used to solve for client business needs
- Deliver ongoing reports and deliverables in addition to ad-hoc analysis projects
- Administer client training on Strategic Insight products and methodologies
- Effectively communicate complex concepts in a simple manner – oral and written

REQUIREMENTS

- Bachelor's degree required (Business or Finance major preferred)
- Minimum 1-2 years of experience (internship experience included)
- Knowledge of mutual funds; One year mutual fund industry experience preferred.
- Strong client service skills; ability to communicate professionally and effectively with clients.
- Knowledge and use of Financial Databases preferred
- Strong analytical, verbal, and written communication skills.
- Proficiency in MS Office.
- Ability to work independently as well as within a collaborative team environment.

Interested applicants should email a cover letter, resume and salary requirements/history to:
careers@assetinternational.com

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This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.