Position Description

Title:	Private Investment Operations Specialist
Reports to:	Chief Investment Officer
Benefits:	Yes
Status:	Exempt

The Company

SYM Financial Advisors is searching for a responsible, energetic and detail-oriented candidate to serve our clients as part of a team. Since 1968, SYM Financial Advisors, a private, employee-owned, independent financial advisory firm, has remained dedicated to a client-centric philosophy of devoting the extra time, resources and energy to uniquely know each client and their goals. Rooted in traditional values, SYM Financial Advisors serves as a trusted expert, using our team's deep knowledge and vast experiences to be an advocate for our clients to help them achieve their vision of financial success. Our client service teams include over 60 motivated and experienced professionals in five locations in Indiana and Michigan. We work with over 1,300 clients, overseeing nearly $3.7 Billion of investable assets.

Job Summary

This is a position for candidates who possess a blend of financial and economics research abilities, as well as effective written and oral communication skills. SYM seeks an individual with strong analytical, quantitative, and organizational skills with a desire to work in an ethical, pragmatic, scientifically grounded wealth management firm which values uncommon client relationships. The Private Investment Operations Specialist will collaborate with SYM's analyst team to execute investment operation-related responsibilities, primarily focusing on alternative investments such as private equity, private credit, real estate, and hedge funds. They will also work closely with numerous stakeholders including financial planners, advisors, and client service teams to ensure that our clients receive exceptional customer service.

Duties and Responsibilities

- Adhere to SYM's code of ethics as a fiduciary, as well as the applicable CFA Institute Research Objectivity Standards. Integrity and confidentiality are of paramount importance to the Private Investment Operations Specialist's career
- Prepare and ensure execution of applicable investment documentation. This includes but is not limited to subscription documents, redemption notices, investment agreements, side letters, and transfer agreements
- Collaborate with investment managers, administrators, technology providers, wealth managers, and custodians regarding private investment tasks and related inquiries
- Compile and secure client information for the completion of subscription documents
- Monitor capital calls and capital distributions of private investments

- Analyze documents and key provisions related to private investments to understand the terms and conditions (as a practitioner, not as a legal expert)
- Ensure compliance with documents and procedures
- Enter trade orders on Schwab's and Fidelity's platforms
- Achieve maximum efficiency by utilizing all available technology resources
- Collaborate with the SYM Investment Committee and assist with committee requests
- Perform additional analysis and tasks at the Investment Department leadership's direction.

Qualifications

- Bachelor's degree from an accredited college or university. Academic rigor and extra-curricular success are more important than the candidate's specific major for this position.
- Detail-oriented with the ability to prioritize and organize at a high level
- Must possess clear communication, impactful writing, and critical thinking abilities
- Excellent client service skills
- Interest in learning and utilizing process improvement methodologies
- Proficiency in Microsoft Office suite along with an initiative to learn additional technology
- Experience with portfolio management software is a plus. Examples include Tamarac, Orion, Black Diamond, and Addepar.
- Personal or professional real-world investment management experience a plus, regardless of dollar amount.
- Ability to manage multiple projects and deadlines in a fast-paced environment
- Desire and ability to achieve excellence on a small collegial team
- Professional curiosity and desire to learn and develop at an industry-leading firm

Salary and Benefits

Pay / benefits are competitive based on industry standards.

- Pay will be based on experience. Performance reviewed 90 days from date of hire. Thereafter, performance is informally reviewed each calendar quarter and formally reviewed at year end
- Incentive compensation
- Benefits include paid time off, health care, dental, 401(k), life and long-term disability insurance
- Partial and/or full financial support for professional accreditation/continuing education requirements and other education/training opportunities

Working Environment

This position requires an average of 40+ hours per week to perform. Consistent attendance is required. Because of frequent contact with clients, appropriate manner, conduct, and grooming needed. The working environment is smoke-free.