

Contract Opportunity - Client Services

- Longview is seeking an exceptional individual to be a member of our Client Services team
- This 12-18 month contract position offers competitive compensation and a flexible work policy
- The right candidate will have the skills and personal characteristics detailed below

Job Description & Key Responsibilities:

- Work seamlessly with Longview's other Client Services team members
- Responsible for a wide range of services relating to client onboarding, account opening, securities and FX trading, cash management, and marketing
- Point of contact with third-party suppliers, including Longview's custodians
- Assist other Longview employees on a variety of tasks, including preparing marketing and update materials, scheduling client meetings and assisting with client events

Education/Experience:

- Minimum university or college degree
- Experience working with NBIN, Longview's primary custodian
- Experience working with a portfolio management system

Required Personal Characteristics:

- The highest integrity
- Attention to detail
- Strong financial acumen
- Strong spoken and written communication skills
- Strong organizational and prioritization skills
- Good computer skills, including proficiency in Excel, PowerPoint and Word
- The willingness and flexibility to take on a wide variety of tasks
- Energetic and proactive, with a passion to learn and grow
- Desire to work in a firm with a team-based approach and a culture of excellence

Please send resume and cover letter via e-mail to oneill@longviewassets.com