

Employment Opportunity - Client Services

- Longview is seeking an exceptional new partner to be a member of our Client Services team
- This is an opportunity to join a successful, growing and highly regarded business
- This position offers competitive compensation, a flexible work policy and a variety of future career paths
- 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, client communications, marketing and assisting clients day-to-day
- Point of contact with clients and third-party suppliers, including Longview's custodians
- Assist other Longview partners on a variety of tasks, working particularly closely with the firm's Chief Operations Officer

Education/Experience:

- Minimum university or college degree
- Minimum three years' experience working at a financial institution

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 careers@longviewassets.com