

Portfolio Administrator – Investments

Fairport is currently looking to add an Investment Portfolio Administrator to our professional staff. This position is responsible for client investment portfolio/account administration to ensure management of client accounts to achieve client objectives, and the execution of buy/sell recommendations and requests. This position also serves as back-up equity trader and for trade execution reconciliation and settlement.

We are looking for a candidate with a minimum two years of portfolio / investment experience with general understanding of investment management principals, and portfolio management processes. The person would hold a 4 year degree preferably with an emphasis in finance, economics, investments, accounting and/or business. Experience with Bloomberg, Morningstar, Orion and other investment software is a plus. The position requires the ability to work well under pressure, able to organize work with a high degree of attention to detail, and strong analytic aptitude.

Fairport offers a competitive base salary and an incentive compensation package. Fairport offers comprehensive benefit programs including: health/RX, dental, vision, life, Section 125/flexible spending, Short & Long-Term Disability, and AD&D. In addition, Fairport encourages and supports continuing education and development.

For a confidential meeting please contact Kenneth J. Coleman, Managing Partner, via email at Jobs@FairportAsset.com. No phone inquiries please.

Confident navigation for high net worth clients.